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JOB DESCRIPTION

Position Title: Project Officer, Campaign to Stop Killer Robots

Location: Ottawa, Ontario

Reporting Relationships: Reports to: Campaign Outreach Manager of the Campaign to Stop Killer Robots

Supervises: Volunteers, interns and consultants

Contract Period: One year renewable depending on funding. This is a full-time position.

Salary Range: We offer a competitive salary and benefits package.

Position Summary:

The Campaign to Stop Killer Robots is seeking to hire a Project Officer to support its new staff team.

The Campaign to Stop Killer Robots is an international coalition of 100 non-governmental organizations in 54 countries working including roboticists, Nobel Peace Laureates, and concerned citizens to pre-emptively ban fully autonomous weapons. The goal is to prohibit weapons systems that would select and engage targets without meaningful human control. Many people who led the NGO efforts to successfully ban antipersonnel landmines, cluster munitions, and nuclear weapons are involved in the Campaign to Stop Killer Robots.

This Project Officer position will be based in Ottawa at Mines Action Canada (MAC), a co-founder of the Campaign to Stop Killer Robots. It reports to the Campaign Outreach Manager, also based at MAC in Ottawa, and works closely with Campaign Coordinator, Mary Wareham at Human Rights Watch in Washington DC.

This position is responsible for ensuring the overall effective operations of the Campaign to Stop Killer Robots, including administrative, financial, logistical, and information tech support to Campaign staff and members.

Major Responsibilities:

- **Staff Support:** Support the day-to-day work of the Campaign Coordinator and Campaign staff, including the Campaign Outreach Manager, Media and Communications Manager, and Silicon Valley Lead. Ensure Campaign staff have the tools and logistical support they need to conduct international and regional outreach, including: booking travel and

accommodation; calculating and arranging payment of per diems; recording payments and preparing financial reports for Mines Action Canada's accountant; procuring materials, supplies and services; and note-taking during advocacy activities and campaign meetings as needed.

- **Logistical Support:** Ensure campaigners have the tools and logistical support they need to conduct international and regional outreach, including: organizing Campaign events, meetings, and participation in conferences; booking travel and accommodation; calculating and arranging payment of per diems; recording payments and preparing financial reports for Mines Action Canada's accountant; and assisting with logistics at events as required.
- **Small Grants:** Work with the Campaign Outreach Manager to implement a small grant scheme to support national and regional Campaign outreach including: soliciting, receiving and logging grant proposals; scheduling and coordinating review and approval process; responding to applicants and working with Mines Action Canada's accountant to facilitate the transfer of funds; receiving and reviewing financial reports; and monitoring and reporting on the grant scheme and its impact.
- **Membership Support:** Help the Campaign Outreach Manager to expand and service the Campaign's rapidly-growing and geographically-diverse network of non-governmental organizations including: helping solicit, receive and process membership applications for approval; assisting with onboarding of new members; helping draft campaigning materials and ensuring they are translated and uploaded; and helping to execute joint campaign actions.
- **Digital Communications:** Work with the Media and Communications Manager to build the Campaign's digital communications capacity and presence, including: updating a contact database of campaigners and supporters; disseminating regular updates via MailChimp and various campaign listservs; producing and providing visual and written digital campaigning materials; helping to update and promote the campaign's website and social media accounts in coordination with other staff; and responding to general inquiries as appropriate.
- **Other Duties** as directed by Campaign and Mines Action Canada staff in consultation with the Campaign Outreach Manager.

Qualifications

The ideal candidate will have:

Education: University undergraduate degree in a relevant discipline, such as international relations/development, communications, political science, public policy or business administration.

Experience: A minimum of one year of relevant work experience is required.

** Mines Action Canada is committed to employment equity practices and welcomes applications from all qualified candidates with the legal right to work in Canada.

Related Skills and Knowledge:

- Fluent in English, other languages an asset, especially French;
- Strong, demonstrated organizational skills;
- Attention to detail;
- Demonstrated ability to work well within a team setting and independently when required;
- Good communication skills, both oral and written;
- Proven ability to complete work under tight timeframes;
- Creativity and ability to take initiative;
- Familiarity with international advocacy campaigns and/or cross-cultural experience is desirable;
- Excellent computer skills including familiarity with MS Office for a Windows-based environment, spreadsheet (Excel) and database management, email and internet (html);
- Skills and experience in using social networking and online communication tools (e.g. virtual meeting rooms, updating Wordpress, Facebook, Twitter, Instagram, YouTube, etc.);
- Experience supporting or planning events;
- Financial administration experience such as processing invoices and payments;
- Ability and willingness to travel internationally.

Apply by sending a résumé and a cover letter explaining your qualifications for this position to killerrobots@minesactioncanada.org by midnight Ottawa time on April 28, 2019. While we thank all applicants for their interest, only those selected for interviews will be contacted.