



## Job Description

### Volunteer Global MNCH Peer Learning Coordinator

<b>Position</b>	EMBRACE* Volunteer Global MNCH PLP Coordinator		
<b>Department</b>	n/a	<b>Location</b>	GTA Location to be determined
<b>Reporting to</b>	EMBRACE* Project Manager	<b>Travel</b>	National travel may be required on occasional basis.
<b>Appointed by</b>	EMBRACE* Project Manager	<b>Supervises</b>	n/a
<b>Engagement</b>	Full-time for duration of volunteer commitment. Min. 3 months	<b>Remuneration</b>	Volunteer
<b>Term</b>	This is an intern/volunteer opportunity offering an opportunity to contribute to the improvement of maternal health and nutrition through the use of technology in developing countries.		
<b>Revision Date:</b>	27 April 2016	<b>Applications Close:</b>	Open. Submit application to <a href="mailto:stayintouch@adra.ca">stayintouch@adra.ca</a> .

#### POSITION PURPOSE

Gain an understanding of Maternal Newborn and Child Health (MNCH) in developing countries and the role of technology in training of community health workers and midwives. Partner with experienced team members to develop strategies, work plans and outreach tactics.

EMBRACE\* Project is inviting applications from students pursuing a post-graduate program for an internship located in Greater Toronto Area. The intern will participate on various elements of EMBRACE Project, which is the Government of Canada-funded project seeking to improve maternal, newborn and child health in developing countries.

#### EMBRACE PROJECT DESCRIPTION

\*EMBRACE (Enhancing Maternal, newBorn, and child health through Revitalized health services And Community Engagement) is a 4-year Government of Canada-funded project designed to improve the maternal, newborn and child health (MNCH) of vulnerable women, girls and boys in Cambodia, Myanmar, Philippines and Rwanda. EMBRACE will also work in engaging the Canadian public in MNCH issues globally. This Project is implemented through a consortium led by the ADRA Canada, and including the Hincks-Dellcrest Institute (HDI) and Youth Challenge International (YCI).

In keeping with the objectives of the project, which include promoting healthy lifestyle and smoking cessation, we are looking for candidates who espouse the non-drinking and non-smoking lifestyle.

## KEY RESPONSIBILITIES

The volunteer's specific activities and deliverables will be tailored to the skills and interests of the successful applicant. The volunteer will cover two specific areas of the project;

- 1.) The use of technology for in-service training of community-based health workers,
- 2.) Support strategies to increase awareness among Canadians on maternal, newborn and child health issues.

AREAS OF INTEREST: International Development; Global Health; Maternal, Newborn and Child Health; Project Management; Technology; Public Engagement; Research; Writing; Facilitating Community Conversations.

### Position Summary:

This role is crucial to help roll-out EMBRACE Project's interactive Peer Learning Platform agenda by researching existing learning platforms that can be successfully used in communities with unstable internet connectivity, interacting with vendors, documenting recommendations and monitoring budget. You will help by gathering information and materials, organizing meetings, and coordinating communications with vendors and consultants.

There are opportunities to develop skills in international development, project management, maternal health and the role of technology.

We are looking for someone to assist with:

- Agents of Change recruitment process and logistics
- Receiving and screening candidate application packages and shortlist for Manager, Public Engagement
- Developing a media contact list
- Research and prepare backgrounders for press releases and social media content
- Receiving and editing success stories coming from implementing countries
- Initiate contact with community groups for Public Engagement
- Packaging training and promotional materials for community group training and meeting events
- Be the first line of contact for all volunteers working on the PLP sub-project

### QUALIFICATIONS

- A post-graduate student in project management; international development; public health or computer studies
- Interest and desire to learn about maternal, newborn and child health; technology in community health
- Excellent writing skills and ability to communicate clearly and concisely
- Good interpersonal and presentation skills.

## TERMS AND CONDITIONS

The terms and conditions shall be read in conjunction with the *Human Resources Manual* of the consortium member hosting the volunteer. EMBRACE Project will have no other obligations except as expressly set out in a written volunteer contract.

**Performance Review:** A Performance Review will typically be conducted after six weeks in the position. Volunteers in a position for a year or longer will be required to participate in annual Performance Reviews.

**Job Description Continuous Review:** This job description is intended to describe the general nature and level of work being performed by incumbents assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of the EMBRACE Project.

**Physical Requirements:** Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the host organisation, are required.

**Working Conditions:** Essential responsibilities are performed either in the office or in travelling conditions.

- **Within the office**, the work is primarily in a sedentary and comfortable environment, with tasks usually performed under normal office conditions with little or no noticeable discomfort. The work area is well lit and ventilated.
- **If travelling** (international and/or domestic) there will be difficult conditions and challenging environments, particularly to destinations in the developing world.

#### **PERSONAL COMMITMENT**

Being employed by the EMBRACE\* Project requires personal commitment to the project mission and lifestyle. The holder of this position will reflect, support and respect the lifestyle values as taught by the EMBRACE Project. The employee acknowledges and agrees that this position involves working with a Christian organisation and that this may include starting and ending meetings with prayer. The volunteer must conduct him/herself, both on and off duty, in accordance with the values and teachings of the Project so as not to be in conflict with the behaviour change messaging.

The successful candidate will be required to submit a clear Police Check.