



CCR2P Executive Committee 2017-2018: A call for applications

Eligibility:

- Any undergraduate or graduate student enrolled at the University of Toronto with a minimum 3.5 CGPA OR recent alumni from any competitive Canadian university with a strong background in international relations;
- A demonstrated passion and interest for the study and advocacy of R2P principle;
- Able to commit to September 2017-April 2018 (inclusive) and be able to attend monthly board meetings at the University of Toronto St. George campus;
- Previous involvement in the CCR2P's research or advocacy divisions will be an asset.
- We especially welcome applications from candidates with language skills and background in IR/Peace & Conflict/political science/history/public policy/law.

PLEASE NOTE: Successful candidates may be contacted for an interview either via skype or in person. All applications will be considered on a rolling basis but only the successful candidates will be contacted. All Board of Directors positions will formally commence on September 1, 2017. A comprehensive training will take place in September. For any questions, please email [recruiting@ccr2p.org]

TO APPLY: please send as a combined pdf the following documents to [recruiting@ccr2p.org] ideally by June 15, 2017.

- **A comprehensive C.V.**
- **A statement of interest (500 words max) discussing the relevance of R2P in Canadian foreign policy & your own interest regarding the future of R2P**
- **A screenshot of your Acorn transcript**
- **Your short bio, a headshot photo, language skills & contact info (also available on CCR2P recruiting page on our website)**

Please find the list of vacancies on the next few pages. Please only apply to ONE position and note that there will be more positions opening for advocacy committees & research analysts in mid-summer. [www.ccr2p.org]

VACANCIES

(2) Co-Directors of Research (Undergraduate Division)

The Director of Undergraduate Research is primarily responsible for all undergraduate research efforts at the CCR2P. He/she will report to the Board on a monthly basis and will be responsible for recruitment and training of all of our undergraduate research analysts (100+), as well as ensuring successful outcomes for our bi-annual reports. Previous involvement in the CCR2P's research division is highly recommended for this position, and candidates in 3rd or 4th year of study in IR/PCJ/History/Poli-sci will be given preference. Management experience in other research organizations will be valued. Must demonstrate a comprehensive understanding of R2P scholarship. Familiarity with R2Plive.org database and management experience will be valued. Fluency in French is an asset.

(6) Senior Research Directors: Graduate Divisions in Law, SPPG, MGA, Massey, Rotman & Political Science

Reporting to the Director of Graduate Research (Mr. Misha Boutilier), each senior research directors will manage a team of 5-7 high-caliber graduate researchers in their respective divisions in law, school of public policy and governance, MGA program, Massey College and political science department. Each division will have a research focus specific to the division, such as IHL & R2P, policy paper on R2P in Canadian foreign policy, prospects for regional and international partnerships on R2P, First Nations & R2P, the role of private sector in implementing R2P, and accountability & R2P. Each Senior Research Director will collaborate with the Board on recruitment and training of the analysts, as well as producing annual reports. Fluency in any of the official UN languages in addition to English will be valued, as well as previous experience in research and management. (Please specify which division you are applying when submitting your application)

(1) Deputy Director of R2P Scholars Network

The Deputy Director of R2P Scholars Network will work closely with the Director of the R2P Scholars Network to expand our current fellowship program. The Deputy Director of R2P Scholars Network is primarily responsible for all logistical aspects of maintaining our database and assist the Director on our international and national CCR2P university chapters. An advanced understanding of the R2P scholarship is required for this position and exceptional organizational skills and communication skills will be valued.

(1) Director of Logistics & Operations

The Director of Logistics and Operations is primarily responsible for various logistical and event planning activities of the CCR2P and will play an instrumental role in CCR2P's annual advocacy campaign. Familiarity with CCR2P's past advocacy events will be valued, as well as proven record of leadership in extra-curricular activities. Familiarity with various colleges, departments and programs of the U of T and previous successful involvement in similar portfolios at other recognized organizations will be an asset. Excellent teamwork skills, risk management skills and time management skills are required for this position and familiarity with the U of T's institutional culture will be valued.

(1) Director of Communication

The Director of Communication is responsible for all internal communications of CCR2P, as well as liaising with various organizations within the University of Toronto. He/She will be producing an annual communication strategy for the Centre's activities and coordinate all graphic materials for promotional purpose. Previous experience and training in communication-related roles in another organization will be valued (familiarity with mailchimp required). He/She will liaise closely with the social media coordinator, webmaster and the director of media relations to publicize CCR2P's activities. Familiarity with Adobe graphic programs, infographics and any other training in graphic design will be valued. Superb command of English and French will be required for this position.

(1) Deputy Director of Media Relations

The Deputy Director of Media Relations will assist the Director of Media Relations for CCR2P's relationship with the media and engagement with the broader public for all of our research and advocacy efforts (as well as the production of annual media strategy). Previous experience in journalism and communication will be valued. He/She will liaise closely with the U of T's Media Relations Department and creating our media kit, press release and media advisory for all of CCR2P's campaign efforts. This position requires fluency in English and French.

(2 positions) Co-Managing Directors of R2PLive

Managing Director of R2Plive.org is responsible for maintaining the quality of online posts made by the R2PLive analysts, to ensure that all of the articles featured on the R2Plive.org remain consistent with the operating mandates of the Centre. This position requires proficiency in Wordpress and any other relevant computer-related skills. Language skills (beyond English and French) will be valued, as well as previous involvement with the R2Plive database. Specific responsibilities include: Assisting with the training the R2Plive analysts at the Fall Orientation Session on the use of Factiva & Wordpress mechanisms; Monitoring and editing the works of R2PLive analysts as needed throughout the year; Working closely with R2PLive analysts to maintain quality control; Producing a quarterly report on the key trends and issues found on R2Plive; Assisting in the developing of an archive of R2P-related literature and past posts to serve as an online bibliography for the CCR2P and the wider R2P community; Coordinating closely with the Director of Undergraduate Research to disseminate the R2PLive's findings; and ensuring up-to-date maintenance of the R2PLive database at all times.

(1) Webmaster

The webmaster will be primarily responsible for managing CCR2P's online presence, through the website, LinkedIn, Twitter, Facebook, and youtube in a timely manner. Familiarity with squarespace and other web platforms will be valued. Previous experience with human rights-related organization in a communication capacity will be valued. Candidates with a track record of accountability and excellent communication skills, as well as familiarity with CCR2P's past activities will be valued. The webmaster will work closely with the Director of Communications & the Director of Media Relations.

(1) Deputy Director of Outreach & Community Engagement

The Deputy Director of Outreach & Community Engagement will assist in managing various aspects of university-wide relationship and CCR2P's relationship with the broader GTA community. The Deputy Director will also provide support for our summer internship program, especially in partnership with SHAD & high schools. He/She will work closely with various advocacy committee co-chairs for the promotion of CCR2P's advocacy efforts and maintain relationship with various human rights organizations at the University of Toronto and across Canada. Previous experience with a non-profit organization on campus is an asset and a candidate with a proven record of experience in a human rights organization will be given preference.

(1) Director of Administration

Working closely with the Executive Director and the Board of Directors, the Director of Administration will be primarily responsible for all administrative needs of the CCR2P, including meeting agendas, minutes, room booking, record-keeping, and liaising with various board members of the Centre. The Director of Administration provides support to various committees and research divisions within the CCR2P as needed and handles a heavy volume of internal and external communication. Excellent communication skills, teamwork skills and organizational skills are required for this position. Fluency in any of the official UN languages will be an asset.