



## Co-ordinator Naval Affairs-Naval Association of Canada

**Role**-Provide direction and leadership coordinating all NAC Naval Affairs activities, reporting directly to the NAC Director Naval Affairs, focused on informing and educating Canadians about Canada in a maritime world and the application of sea power in the national interest  
(NAC)

### Duties and Responsibilities

- Develop, in conjunction with the Director NAC Naval Affairs, lead and manage the NAC Naval Affairs program
- Develop, recommend and implement the Naval Affairs annual strategic business plan
- Develop, recommend and implement the Naval Affairs annual Strategic Communications Plan
- Lead and oversee the Naval Affairs research program including the supervision of the Naval Affairs Research Coordinator
- Coordinate Naval Affairs activities with NAC Branches
- Coordinate Naval Affairs activities with like minded institutions
- Establish and maintain close liaison with academic institutions including the Royal Military College (RMC), the Royal Military College (St-Jean) (CMR) and the Canadian Defence Academy (CDA)
- Coordinate the establishment of a NAC Naval Affairs website
- Coordinate the development of NAC Naval Affairs media
- Coordinate NAC NA conferences and supporting sponsorships
- Maintain an awareness of ongoing naval and maritime issues of interest to Canada-print/electronic and social media, journals and periodicals
- Publish, electronically, a weekly Naval Affairs summary

### How to Submit:

Applications are to be submitted, no later than 9 March 2018 to:  
Executive Director  
Naval Association of Canada  
1138 Sauterne Pk  
Orleans, On  
K1C 2N8

**Compensation**-The successful candidate will be retained on a monthly basis for a retainer of \$4000.00 per month exclusive of HST

### What must be submitted:

- Detailed CV including copies of the appropriate degrees and any awards
- Proof of experience and understanding of:
  - Government processes
  - Government policy development and implementation
  - Canadian Defence and Security Policy
  - Canadian Foreign Policy
- Letter of recommendation from supervisor attesting to the candidates:
  - Ability to work independently, providing examples
  - Ability to work to translate broad direction into action, providing examples
  - Ability to work cooperatively, providing examples
  - Ability to apply sound judgment, providing examples
- Examples of the candidates original written work
- Candidates written attestation that they are willing to travel

### Work Environment

Successful candidate must supply own work site, work stations and administrative and software needs.