



## **YOUNG PROFESSIONALS IN FOREIGN POLICY**

### **Position: Managing Director**

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#### **About YFPF**

YFPF is a global, nonpartisan, nonprofit organization founded in 2004 that helps energize foreign policy discussions by making diverse, cross-sector Next Generation voices more informed and influential. Headquartered in Washington, DC, YFPF has branches in New York, London, Brussels, and engages an expanding global community of over 20,000 individuals.

#### **YFPF Toronto – Opportunities**

YFPF Toronto is currently looking to recruit a Managing Director. The position is in a voluntary capacity, for a minimum of six months, and reports directly to the Executive Director of the branch. The successful candidate is eager to develop and enhance YFPF Toronto's presence in the GTA and cultivate relations with relevant stakeholders. The Managing Director works closely alongside the Executive Director and is expected to help administer the various departments within YFPF Toronto. This is an excellent opportunity to become a part of an engaged global community of young professionals interested in global affairs, and an impressive addition to a resumé.

#### **Roles and Responsibilities:**

- Assist the Executive Director of YFPF Toronto to manage the Hub
- Able and eager to initiate and set in motion partnerships, collaborations, and projects
- Regularly coordinate with representatives from other YFPF branches
- Help with problem-solving and organizational issues
- Manage external communications with YFPF's partners and help to maintain good relations with political organizations in Canada
- Participate in recruitment processes of new team members
- Regularly present ideas on how to increase the profile of YFPF in Toronto
- Execute, attend, and promote YFPF events and social happening

**Eligibility and Requirements:**

- Be highly self-motivated, well organised, and able to work efficiently and autonomously
- Outgoing, good communication skills, and the ability to help manage a small team
- Good knowledge of global affairs and current events
- Required to attend regular Executive Team meetings
- Strong management skills
- Time commitment of 5-7 hours per week (excluding attendance at events and meetings), and the ability to respond to email inquiries within 24 hours under normal circumstances
- Excellent written and spoken English skills
- Student or Young Professional in any field (with an interest for Foreign Affairs)
- Live, work, or study in the GTA

**Application Process:**

Please send a cover letter and CV to YFPF Toronto's Executive Director, Faaiz Bilal, at [faaiz.bilal@ypfp.org](mailto:faaiz.bilal@ypfp.org)

*Please note that YFPF Toronto is a volunteer-based organisation. All staff members are non-remunerated volunteers, giving up their time alongside their own professional activity. Please note that YFPF staff must be dues paying members of YFPF. You are not required to be a YFPF member to apply, but must confirm membership to be accepted to the position*

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