



## Job Posting: Policy Advisor

Maytree is looking for an experienced Policy Advisor to join our Systems Change team. The position may be designated as a Senior Policy Advisor depending on the candidate selected.

### About Maytree

At Maytree, we believe that poverty is created when economic and social systems do not keep pace with our changing world. We believe that the most enduring way to fix the systems that create poverty is to safeguard economic and social rights for all people living in Canada. We work to advance systemic solutions to poverty through a human rights-based approach.

As part of this approach, Maytree's Systems Change team develops evidence-based policy solutions to further income and housing security in Canada. Our work prioritizes those most in need.

### Role summary

We are seeking an experienced Policy Advisor to join Maytree's Systems Change team. Reporting to Maytree's Policy Manager, the Policy Advisor will undertake research, analysis, and advocacy that contributes to policy options that strengthen affordable housing and income security from a human rights-based approach. The Policy Advisor will lead several policy files and will be expected to work collaboratively with the broader Maytree team and external partners.

This is a full-time position, located in Toronto.

### Responsibilities

- Monitor issues, policies, and programs related to housing and income security in Canada, applying a human rights lens.
- Develop policy and research insights that help strengthen social policies across Canada.
- Lead or co-lead the development of reports, submissions, and other publications.
- Represent Maytree externally and establish strong relationships with partners across civil society organizations and research institutions.
- Liaise with and engage in direct advocacy to governments.
- Work within and contribute to a collaborative work environment across the Maytree team.

### Skills and knowledge

- Strong understanding of social policy issues in Canada, with a specific focus on income security (e.g., social assistance, income-tested tax benefits and credits) and housing policy (e.g., housing benefits, rent-geared-to-income, tenant protections, development of affordable housing supply).
- Understanding of policy and government decision-making processes, and opportunities to influence policy change.
- Understanding of the federal-provincial-municipal landscape and fiscal arrangements.
- Proficient in a variety of policy research and analysis methods, as well as the ability to apply a human-rights based approach
- Excellent written and verbal communication skills.

- Proficient in Microsoft Excel as a tool for policy modeling and analysis. Proficiency in other software used for quantitative analysis (e.g., R, Stata, and SPSS) is considered an asset, but not a requirement.

### **Qualifications and experience**

- A Master's degree in a related field (e.g., public policy, economics, political science) or equivalent professional experience.
- Knowledge and experience in public policy, including analyzing policy issues and developing recommendations.
- Experience drafting policy-related documents in a professional setting, such as briefing notes and submissions to governments, is considered an asset.
- Demonstrated understanding of a human rights-based approach and a personal commitment to advancing economic and social rights in particular.
- Professional experience in income security or housing policy research is an asset but not a requirement.

**Expected salary:** \$65,000 - \$95,000 depending on the level of the candidate selected. Maytree offers a comprehensive benefits package, including health and dental and RRSP contributions.

**Start date:** As soon as possible.

This is a hybrid position, with a balance between work at the office and from home.

### **Applications**

Qualified applicants are requested to submit their resume and a cover letter in one file (either Word or PDF) to [vbennett@avana.org](mailto:vbennett@avana.org) no later than Friday, October 25, 2024. Please use "Policy Advisor Application—*your name*" in the subject field of your email.

If this sounds like an opportunity that you would be interested in, we look forward to hearing from you.

Maytree is an equal opportunity employer and is committed to an inclusive, barrier-free selection process, and work environment. Please advise Maytree of any accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received in relation to accommodation requests will be addressed confidentially.

For more information about Maytree, please visit [www.maytree.com](http://www.maytree.com).