

## Policy Analyst/Advisor, Maytree

Maytree is looking for a Policy Analyst/Advisor to join our Policy and Research team.

### 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 approach.

We are at a critical juncture in social policy in Canada, and we are seeking a Policy Analyst/Advisor to help our work move forward.

### Role Summary

We are seeking applicants who are guided by a deep commitment to the realization of economic and social rights in Canada. The Policy Analyst/Advisor will work with people across our team and with external partners to undertake policy research and analysis that contribute to the development of public policy solutions.

Reporting to Maytree's Director of Policy and Research, the successful candidate will further our policy work in a number of policy/research areas that help to systemically alleviate poverty.

This is a full-time position, located in Toronto. We are abiding by public health guidelines in response to the COVID-19 pandemic, and our team is working from home at this time. We anticipate a return to the office in the coming months.

### Responsibilities

- Develop policy and research insights that help strengthen social policies across Canada.
- Establish strong relationships with partners across civil society organizations, research institutions, and governments.
- Represent Maytree at external tables, and engage stakeholders and partners at meetings.
- Monitor and assess how changing social, economic, and political landscapes affect policy areas of interest.
- Work as a member of, and contribute to, the broader Maytree team.

### Skills and Knowledge

- Strong understanding of social policy issues in Canada. Experience with housing policy considered an asset, but not a necessity.

- Understanding of policy and government decision-making processes and opportunities to influence policy change.
- Understanding of federal-provincial-municipal landscape and fiscal arrangements.
- Demonstrated understanding of policy research and analysis methods, including, but not limited to, literature reviews, jurisdictional scans, and data analysis.
- Effective written and verbal communication skills. We are looking for someone who can write briefing notes and decks, and deliver presentations in clear, accessible language for a range of audiences.

## Qualifications and Experience

- A Bachelor's or Master's degree in a related field (e.g., public policy, economics, political science, public health) or equivalent professional experience.
- Experience working on public policy issues, inside or outside of government.
- Experience responding to live public policy opportunities, such as the development of submissions, briefing notes, and backgrounders.

## Salary Expectations

The salary range for this role is expected to be \$75,000 - \$95,000 per year. Maytree also provides staff with a competitive benefits and vacation package.

## Applications

Qualified applicants are requested to submit their resume and cover letter in one file (either Word or PDF) to [policy@maytree.com](mailto:policy@maytree.com). Please use "Policy Analyst/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.

## Deadline

Applications must be submitted by Thursday, November 25, 2021.

Maytree is an equal opportunity employer and is committed to an inclusive, barrier-free selection process and work environment. Please advise Maytree of any accommodations 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).