

Job Posting: Policy Analyst

Maytree is looking for a Policy Analyst to join our Systems Change 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-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 a Policy Analyst to join Maytree's Systems Change team. The Policy Analyst, reporting to Maytree's Policy Manager, will undertake research and analysis that contributes to policy options that strengthen affordable housing and income security. The Policy Analyst 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 and assess issues, policies, and programs related to housing and income security in Canada applying a human rights lens.
- Conduct policy research and analysis, such as literature reviews, jurisdictional scans, and data analysis.
- Draft both internal and external materials (e.g., briefing notes and policy briefs) on income security and housing issues.
- Represent Maytree externally, as required, and establish strong relationships with partners across civil society organizations, research institutions, and governments.
- Work within and contribute to a collaborative work environment across the Maytree team.

Skills and Knowledge

- Demonstrated commitment to furthering economic and social rights in Canada.
- Strong understanding of Canada's social safety net (e.g., homelessness services and social assistance). Professional experience in income security or housing policy research is an asset, but not a requirement.

- 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.
- 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 the advancement of economic and social rights in particular.

Salary range: \$55,000 - \$70,000. Maytree offers a comprehensive benefits package, including health and dental.

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 cover letter in one file (either Word or PDF) to vbennett@avana.org no later than Friday, March 1, 2024. Please use "Policy Analyst 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.