

## Position Description

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Position Title: Policy Officer  
Reports to: Director, Policy and Advocacy  
Position Type: indeterminate, unionized, full-time  
Level: Level 5  
Salary: \$69,927  
Location: Ottawa, ON

*Full professional competence in both of Canada's official languages is required - all staff at Cooperation Canada are bilingual and meetings are routinely held in both languages. This will be tested during the recruitment.*

*Cooperation Canada is committed to an inclusive, diverse and safe workplace and to advancing antiracism in all that we do. This includes removing barriers to employment that are faced by equity-seeking groups including through self-identification, anonymous review processes and by ensuring diverse hiring panels. Applications are encouraged from all candidates, particularly those who identify as Black, Indigenous, and other racialized communities, persons with disabilities (visible or not), people of diverse gender identities and expressions, and other marginalized groups in our sector who share Cooperation Canada's mission. We kindly encourage (but do not require) members of these groups to self-identify in their cover letters.*

### ABOUT THE ORGANIZATION

Cooperation Canada is the national association of international development and humanitarian organizations working to achieve sustainable human development. Cooperation Canada brings together and advocates for Canada's international development and humanitarian organizations by convening sector leaders, influencing policy and building capacity. Together, we work with partners both inside and outside Canada to build a world that's fair, safe and sustainable for all. Learn more about Cooperation Canada at [www.cooperation.ca](http://www.cooperation.ca)

### ABOUT THE POSITION

The incumbent is part of Cooperation Canada's policy team that draws strategic and timely connections between policy-related and other institutional priorities. This position contributes to building an innovative sector association espousing the values of social justice and providing reliable policy insight for inclusive collective action.

Reporting to the Director of Policy and Advocacy, the Policy Officer will be responsible for project coordination and planning, stakeholder management and convening, as well as research and learning activities in support of Cooperation Canada's role as convener and thought leader international cooperation.

You are interested in this role because you are an independent thinker, enthusiastic doer, and natural collaborator. You are comfortable with uncertainty and can organize your work with minimal supervision. You are eager to help shape the future of Canada's role in the world and our contribution to a fairer, safer and more sustainable world. You are bilingual (French and English), comfortable in political circles, hold

the pen with ease, center equity in your work, and are eager to work across teams and organizational silos.

Responsibilities of the role, which is based in Ottawa, include, but are not limited to:

**Policy Portfolio Support (60%)**

- Conduct monitoring and analysis of policy developments across priority areas consistent with Cooperation Canada mandate, particularly around (i) international assistance structure, trends, and reform; (ii) locally led development; (iii) democracy, human rights, and peace; (iv) women's rights and feminist leadership; (v) humanitarian action and triple nexus; (vi) social justice paradigms of international cooperation, including feminist foreign policy.
- Conduct literature reviews, media monitoring, and stakeholder mapping to support international cooperation policy priorities and inform strategic policy priorities.
- Support the monitoring of institutional and regulatory shifts in Canadian and global contexts pertaining to policy priorities.
- Draft policy-related materials, including but not limited to briefs, responses to Government consultations, formal letters to policymakers, media statements, blogs, op-eds and speeches across Cooperation Canada's policy priorities and based on member inputs and in collaboration with relevant actors as appropriate.
- Engage with global and Canadian stakeholders on priority policy areas, -including Global Affairs Canada (GAC), other federal institutions and parliamentarians, as requested
- Support Cooperation Canada's reporting on lobbying activities as needed.

**Project management – 20%**

- Lead and/or support the development and implementation of events, special initiatives or projects and related activities.
- Coordinate the organization of outputs, events, and activities, with guidance from the Director of Policy and Advocacy as appropriate.
- Supported by relevant departments, procure consultancy services and supervise the work of project consultants.
- Monitor project implementation and prepare progress reports as per institutional procedures.

**Other organizational and administrative support (20%)**

- Work closely with the membership and communication team to ensure involvement of members and other stakeholders in strategic policy priorities.
- Support institutional awareness about policy-related priorities through resource and information sharing, note taking and internal reporting.
- Support the effective management of information/knowledge through document management
- Assist in organizing meetings with stakeholders and summarizing outcomes/notes
- Participates in Cooperation Canada's regular work planning and reporting processes as required.
- Support resource mobilization activities to grow and support Cooperation Canada's policy portfolio.
- Promotes and supports an organizational culture that advances gender equality, reduces power abuse and inequalities, is inclusive, and fosters trust and safety.
- Perform other duties identified as a priority by Cooperation Canada.

## **ABOUT YOU**

You are interested in this role because you know of Cooperation Canada's reputation and critical role in advancing progressive Canadian policies for a fairer and better world. You have a background in the theory and/or practice of international cooperation, including humanitarian assistance, sustainable development, and feminist approaches. You are good at policy research and analysis, highly organized, and you see the potential for policy influence through partnerships, effective collaboration and sharing of information. You understand the strategic importance of Cooperation Canada's relationship with Global Affairs Canada and you are keen to grow collaboration.

If you are applying for this job, you are functionally bilingual (French and English) and you know the positive potential of knowledge when it gets into the right hands. You know how to listen, adapt, and shift and aren't afraid of being wrong. You have a commitment to gender equality and anti-racism which allows you to engage in self-reflection, leading you to adapt and change your approaches when needed to better align to our values.

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

### **Essential**

- Master's degree in relevant field, or equivalent demonstrated ability to engage with policy analysis; • At least two years of relevant work experience;
- Bilingual in Canada's official languages (written and spoken);
- Sound knowledge of international development and humanitarian theory, policy and practice;
- Good knowledge of Canada's policy making process particularly as it relates to international cooperation and foreign policy;
- Knowledge of development and humanitarian issues, gender analysis, human-rights based approaches, and feminist and social justice principles;
- Familiarity with the Canadian international CSO and/or global international cooperation CSOs, including some knowledge of international networks and issues in CSO partnership relations;
- Proven analytical, writing and applied research skills;
- Superior interpersonal skills, creativity, and cultural humility;
- Strong organizational, facilitation, and coordination skills;
- Ability to handle and prioritize multiple tasks and work under pressure;
- Capacity to work in a self-directed manner, collaborate in a team, and to seek advice as required;
- Demonstrated ability to take initiative and to be flexible.

### **Desirable**

- Experience working with Global Affairs Canada;
- Familiarity working with networks and working with member-based organizations;
- Experience supporting the development of policy and research-oriented funding proposals

### **TRAVEL**

**National or international travel may be required at some point for this position.**