YMCA Canada
601-1867 Yonge St
Toronto, ON M4S 1Y5
416-967-9622
ymca.ca

March 16, 2023

Position Title:	Manager, Public Policy and Advocacy
Reports To:	Vice President, Government Relations and Advocacy
Office Address/Location:	YMCA Canada, 1867 Yonge Street, Suite 601, Toronto, ON
Salary Range:	$98,000 – $122,000 Annually

About YMCA Canada

The YMCA is a powerful association of people joined together by a shared passion to foster a sense of belonging for all. In an age of complex social challenges, the YMCA is steadfastly dedicated to building healthy communities by inviting and encouraging Canadians to join in, to give back, and to gain the connections, skills, and confidence they need to thrive.

YMCA Canada is a charity and a national office providing support to 37 YMCA Member Associations. Across Canada, the YMCA is at the heart of communities serving evolving needs and providing vital programs, services, and connections to over 2 million people. Together, we're unwavering in our dedication to achieving meaningful outcomes that matter to the communities we serve. For more information, please visit www.ymca.ca.

The Position

YMCA Canada is currently seeking a full time Manager, Public Policy and Advocacy. Reporting to the Vice President, Government Relations and Advocacy, the Manager, Public Policy and Advocacy is a passionate leader tasked with coordinating federal public policy, government relations and advocacy initiatives for the Canadian YMCA Federation. The ideal candidate will bring a strong understanding of federal government processes and experience conducting research, and working collaboratively to develop public policy positioning and implement advocacy initiatives that promote dialogue, build relationships, and enables national and local activation.

Essential Functions and Duties

- Support and coordinate annual public policy and advocacy strategies in keeping with YMCA Canada's mission, strategic plan, and expertise of the YMCA Federation.
- Work collaboratively with YMCA Member Associations, subject matter experts, and other internal and external partners to identify and advance federal public policy priorities and advocacy activities.
- Monitor and interpret federal policy, legislative/regulatory matters, and funding programs, and prepare communications materials to share opportunities and potential impact for YMCAs.
- Develop tools that advance the YMCA's federal public policy priorities and build capacity including key messages, briefing notes, backgrounders, position papers, submissions to government, presentations, and engagement templates.
- Coordinate environmental scans, research and data collection from diverse sources on a variety of issues relevant to the YMCA's work and provide concise reports and analysis.
- Initiate and coordinate government meetings including logistics and material preparation.
- Support with the coordination of related and relevant community of practices and working groups.

YMCA Canada
601-1867 Yonge St
Toronto, ON M4S 1Y5
416-967-9622
ymca.ca

- Work closely with government relation leads within the YMCA Federation to align national, provincial, and municipal messaging.

Required Skills/Experience:

- 3-5 years of experience or formal education in one or more of the following areas: public policy, political science, government relations, and public affairs.
- A strong understanding of the stages of public policy formulation processes, government decision-making, and legislative processes, as well as issues management, and research methods.
- Strong critical thinking, problem-solving, relationship building, analytical and interpersonal skills.
- Strong verbal and written communication abilities, including preparation of high-quality communication materials for a variety of stakeholder audiences.
- Demonstrated ability to organize and manage multiple projects, with multiple stakeholders in a dynamic and complex environment.
- An ability to work collaboratively across all levels of internal and external stakeholders.
- Understanding of the charitable and non-profit sector is an asset.
- An ability to communicate in French is an asset.
- Police records check required.

At YMCA Canada, we believe in a workplace culture of inclusion that is welcoming, respectful and safe for all staff. It is critical to YMCA Canada's success to eliminate barriers and promote the inclusion of equity groups. Equity groups include but may not be limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people, and people with disabilities.

To Apply:
All interested candidates are invited to forward their resume, along with a covering letter telling us why you would be a great fit for the role, in strict confidence by **March 31, 2023** to:

General Manager, National Office, YMCA Canada
Email: jobs@ymca.ca

(Please indicate the position title and your name in the subject line. Please send your resume and covering letter in one file – PDF or Word.)

We thank all candidates for their interest, however, only those selected for an interview will be notified.

Please be advised that offers of employment are contingent upon the completion of a Police Records Check.