

CPJ Position: Refugee Rights POLICY ANALYST

Full-time Position, located in Ottawa

Overview:

Within the context of CPJ's [core public justice documents](#) the Refugee Rights Policy Analyst will provide high quality policy analysis and public justice framing of a range of [issues affecting refugees](#) as determined from time to time by CPJ's board and senior leadership. The position will involve working with a wide range of people and communicating effectively and widely.

Responsibilities

1. Initiating Policy Analysis and Public Justice Framing of a range of Refugee Rights issues

- managing the development of framing and policy alternatives through engaging CPJ's board, staff and supporting community; as well as experts in the field, public officials, and leaders in society;
- preparing necessary research and background document/briefings;
- managing contract research relevant to the development of analysis and framing.

2. Communicating CPJ's analysis and framing through public presentations, writing, advocacy and workshop delivery to audiences ranging from public officials, to the media, leaders in church and society and CPJ supporters. In particular, this will involve preparing briefs, op eds, articles for internal and external publishing, letters to officials, letters to the editor, etc.

3. Networking in a range of settings, including leadership in coalitions such as the Canadian Council for Refugees, as a means of researching, communicating and advancing the policy analysis and policy framing messages of CPJ;

4. Monitoring policy development initiatives to recommend strategic policy framing decisions by CPJ.

- Analyzing refugee needs, the public policy context, identifying opportunities for CPJ, and flagging emerging issues for CPJ consideration.

5. Participate in appropriate CPJ committees and other meetings.

The CJL Foundation
operating as CPJ.

Charitable registration
89438 3512 RR0001

309 Cooper Street
Suite 501
Ottawa, Ontario
K2P 0G5

T 613-232-0275

F 613-232-1275

cpj@cpj.ca

www.cpj.ca

Place within CPJ's team

- Responsible to the Executive Director.
- Works closely with other Policy Program Team members.

Qualifications

Framework for the position:

1. Since this is a core position in CPJ's work community, the successful candidate must express commitment to CPJ's faith-based vision for public policy work and agreement with [CPJ's core public justice documents](#).

Job specific qualifications:

2. Demonstrated effective leadership in public justice framing of refugee policy debates.
3. Strong understanding of how public policy develops, how to shape policy debates, and how to scan the public policy environment to gauge developments and monitor trends.
4. Proven ability to respond promptly, strategically and consistently to a range of policy issues as they evolve.
5. Strong communicator – excellent written, oral, interactive skills.
6. Strong organizational skills with an ability to plan ahead, define measurable objectives and outcomes, and meet those objectives.
7. Bilingualism (English/French) will be a strong asset.
8. Demonstrated supervisory ability.
9. Relevant university degree or comparable experience.
10. Appropriate computer skills, in particular use of MS Office.
11. Ability/willingness to travel and to work flexible hours.

Terms:

- Start date is spring, 2019
- Must be qualified to be a registered lobbyist
- Full-time in Ottawa
- Annual salary in the \$55,000 - \$58,000 range, (depending on qualifications and experience); generous benefits package
- Application letter and curriculum vitae must be received by February 17, 2019, and submitted to the attention of The Executive Director, at jobs@cpj.ca

CPJ's team

CPJ's team is a relatively small work community. We seek new persons who have the flexibility to thrive cheerfully in a small office. This requires a certain measure of fluidity in job descriptions as circumstances change and as projects develop. We all pitch in to help each other as needed; celebrate special occasions together; and enjoy camaraderie around a common mission.