

JOIN OUR TEAM

POSITION DETAILS

Social Policy Analyst

Full time (35 hours / 8 week term contract, 15\$ per hour), work from home

ABOUT CWY-JCM

CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

POSITION OVERVIEW

Reporting to the Executive Assistant, the Social Policy Analyst helps with the review, research and implementation of new policies for CWY-JCM. This includes compiling all current policies, identifying potential gaps and redundancies, making recommendations to the board and drafting changes or new policies based on the direction of the board.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Some post-secondary education in a relevant field;
- Work-related experience and/or life experience;
- Be self-directed;
- Bilingualism highly desired

WORK AREA KNOWLEDGE AND SKILLS

- Highly proficient in the use of the main office software (Word, Excel, Outlook, Power Point, Web);
- Excellent organizational abilities, priority management and multi-tasking;
- Very good knowledge in one (written and spoken proficiency) of the official languages, and knowledge of the other;
- Experience working in non-profit, notably in research and programming;
- Experience, reviewing, drafting, researching or implementing corporate policies

RESPONSIBILITIES

- Compile and organize CWY-JCM's current organization policies (diversity, inclusion, whistleblower, financial, credit card usage, indigenous engagement)
- Research existing external policies and identify gaps and needs within CWY-JCM's policies to ensure inclusion and access to all
- Recommend policy changes to the Board of Directors
- Draft new policies
- Establish a policy review procedure and schedule
- Carry out their duties with discretion and confidentiality;
- Provide administrative and logistical support for activities related to governance
- Related tasks, as requested by their supervisor.

INTERPERSONAL SKILLS AND APTITUDES

- Ability to demonstrate exceptional judgment;
- Flexibility, adaptability, ability to work under pressure and respond quickly to unexpected requests and manage a range of new issues and activities meeting tight deadlines;
- Ability to manage competing priorities;
- Initiative as well as the ability to be proactive and efficient in all aspect of their duties;
- Ability to work in a team;
- Ability to handle stress adaptability to change;
- Be reliable and demonstrate tact and discretion;
- Possess and apply problem solving skills;

TO APPLY

Please send your CV and cover letter via email at: jmichel@cwj-jcm.org. In the object of your email, you need to indicate the job title: Social Policy Analyst

Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth.
Please note that only candidates invited to an interview will be contacted.