



JOB POSTING

Title:	ICN Policy Officer (Bilingual preferred – French/English)
Accountable To:	ICN National Program Manager
Duration:	Part-time position of 19 hours per week (one-year contract)
Salary:	\$49,980 – 52,009 (depending on experience) (pro-rated to 50%:)
Location:	Halifax, Nova Scotia preferred (may consider other locations in Atlantic Canada)
Start Date:	As soon as possible.

The Inter-Council Network (ICN) is a dynamic network of provincial and regional member-based Councils for international cooperation committed to social justice and social change. Rooted in communities across Canada and representing over 350 international cooperation organizations, the Councils are leaders in public engagement at a local and regional level and are recognized for bringing regional knowledge and priorities to the national level. The ICN provides a forum in which the Councils collaborate to improve development effectiveness, learn from each other's specific skills, and identify common priorities for collective action.

The ICN is seeking a part-time Policy Officer (bilingual preferred) to be based in the Halifax Office of the Atlantic Council for International Cooperation. The ideal candidate will have expertise in policy analysis, international development, public engagement, and be equipped to take a lead on providing research and analysis of ICN priority areas.

Position Summary

Under the direction of and in close collaboration with the ICN National Program Manager, the Policy Officer will work with the ICN team to develop the ICN's policy agenda and advocacy efforts. The Policy Officer will bring expertise in policy analysis and development to the ICN's programs, designed to improve Canadian civil society's collaborative policy capacities and goals. The Policy Officer will conduct original research and support members' collaborative initiatives in the areas of public engagement, gender analysis, sustainable development, and international cooperation.

This job posting indicates the general areas of responsibility and ongoing tasks associated with this position. Additional tasks and priorities may be identified through annual work planning and as assigned.

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211-2099 Gottingen Street, Halifax, Nova Scotia B3K 3B2 (902) 431-2311



Duties & Responsibilities

1. Monitor and analyze priority international development and humanitarian issues and liaise with policy actors and the public on these:

- Prepare original analysis on gender equality, sustainable development, international cooperation, and humanitarian policies and trends;
- Analyze and synthesize relevant reports and information for the ICN and its members or the broader community of civil society organizations (CSOs);
- Identify emerging policy issues and trends and communicate these to the ICN, its members, and the broader CSO community;
- Help the ICN liaise with civil society, government, parliament, academic, media, the public and other policy constituencies around this policy agenda.

2. Manage ICN research and reporting, in collaboration with ICN staff and committees:

- Conduct research and produce briefings, reports, and other written materials on key policy issues, including public engagement;
- Write campaign materials, letters and other internal and external publications;
- Work in collaboration with other networks on key ICN publications and positions, and incorporate member input into these materials;
- Help disseminate the results of this research through listservs, blogs, op eds, and webinars, among other means.

3. Support capacity building in policy, advocacy, and learning for ICN members:

- Organize workshops, webinars, or other learning activities to promote collaborative learning on policy issues in the sector;
- Participate in the design and implementation of key ICN events;
- Participate in the analysis and dissemination or learnings and results of policy processes;

4. Other organizational tasks:

- Contribute to, and review, communications prepared by other staff that relate to key and emerging policy issues;
- Contribute to funding proposals, narrative reports and other documents, as necessary;
- Perform other tasks identified as a priority by the ICN National Program Manager and the ACIC Executive Director.

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Essential Knowledge & Skills

- Bachelor's degree (Master's degree an asset) in relevant field, or equivalent;
- At least two years of relevant work experience, at least one year in policy research, analysis and CSO advocacy;
- Bilingual in French/English (written and spoken) preferred (but may consider non-bilingual candidates with the other essential skills);
- Sound knowledge of international development theory, policy, and practice;
- Understanding of gender analysis, the importance of gender equality, the role of women in development, and Canada's Feminist International Assistance Policy (FIAP)
- Familiarity with the Canadian CSO community, including knowledge of international networks and CSO partnership relations;
- Good knowledge of Canada's policy making process particularly as it relates to international cooperation, foreign policy, and Indigenous issues;
- Understanding of public engagement and global citizenship education;
- Strong analysis, research, and writing skills;
- Strong communication and interpersonal skills;
- Excellent initiative and organizational skills;
- Capacity to work in a self-directed manner and to collaborate with team members;
- Good computer skills, including data analysis.

Application Details

Qualified applicants are invited to submit a cover letter, resume, a relevant writing sample of no more than 500 words, and the names and contact information of two references by no later than November 8, 2020 to hiring@acic-caci.org. Only those selected for an interview will be contacted.

As an equity seeking network, the ICN encourages applications from individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race and sexual orientation. Furthermore, we appreciate and value the knowledge and skills arising from people's lived experiences.

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