

**Title:** National Officer, Advocacy

**Reports to:** National Director, Public Policy and Advocacy

**Salary Range:** CA\$59,500-67,000/year

**Position type:** Full-time, one year contract (with the possibility of extension)

**Job opening date:** July 16, 2025

**Job closing date:** July 30, 2025

**Location:** Anywhere in Canada, Toronto, Ottawa, Montreal preferred

Are you passionate about making a difference in the lives of women, girls, Two-Spirit and gender diverse people, promoting equity, and creating positive change in communities across Canada? We are seeking a dynamic and passionate National Officer, Advocacy to join our team and help us advance our mission.

## About Us

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For 150 years, we've been at the forefront of a movement: to end gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives.

Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all.

## Position Summary

YWCA Canada is seeking a passionate, highly organized and proactive Officer, Advocacy to support our national advocacy initiatives and government relations, and help launch and coordinate a new Young Women's Advocacy Fellowship. This role will directly support the National Director, Public Policy and Advocacy, playing a key role in government relations, and capacity-building work with young leaders across the YWCA movement.

## KEY RESPONSIBILITIES:

### Government Relations Support

Provide direct and daily support to the National Director of Advocacy and Policy Development, including:

- Coordinate and schedule meetings with Members of Parliament, Senators, government officials and political party officials.
- Prepare and draft briefing notes, correspondence, policy letters, and advocacy materials for meetings and events.
- Reports related to YWCA Canada's advocacy work for internal communication.

- Coordinate internal and external stakeholder meetings, in-person events, and follow-ups.
- Manage and collect meeting notes and next steps.
- Maintain up to date contact lists and scheduling for government relations work.

### **Young Women's Advocacy Fellowship**

- Launch and coordinate YWCA Canada's Young Women's Advocacy Fellowship.
- Provide ongoing logistical and strategic support to a cohort of 8–10 young YWCA staff (under 30) from across the country.
- Plan and facilitate regular learning sessions on advocacy, public policy, government relations, and civic engagement.
- Support fellows in developing their advocacy skills and local or national action projects.
- Lead group on a Hill Day in-person in Ottawa.
- Collaborate with National Director, Public Policy and Advocacy to develop Fellowship curriculum, and organize and coordinate learning sessions opportunities with external experts.

### **Advocacy Initiatives & Proposals**

- Support the planning and execution of national advocacy initiatives.
- Support prospecting of government funding priorities or other funding streams that align with YWCA Canada's advocacy strategy.
- Conduct prospect research that can fuel our national advocacy strategy exploring family foundations, collectives and other sources for social impact.
- Support in drafting and editing government grant proposals and advocacy-related funding applications in collaboration with the Fund Development & Partnerships team.
- Track reporting deadlines and contribute to funding strategies aligned with advocacy goals.

### **Qualifications and Experience**

Required:

- 2–4 years of work experience in advocacy, policy, non-profit, government, or related roles.
- Post-secondary education in government relations, policy development, or a relevant field.
- Experience liaising with government officials, including engaging, scheduling and outreach.
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Demonstrated experience working with youth or youth-led initiatives, student government or campus organizations.

- Familiarity with gender equity issues in Canada, including housing and gender-based violence.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in MS Suite.

#### **Assets:**

- Experience with government relations and stakeholder engagement.
- Experience in grant writing or fundraising for non-profit organizations.
- Bilingualism is a strong asset.
- Knowledge of Canada's political landscape and legislative processes.

#### **Key Competencies**

- Commitment to anti-oppression, equity, and inclusion.
- Collaborative and team-oriented mindset.
- Ability to multi-task and respond to fast-paced requests as needed.
- Passion for events and in-person relationship building with stakeholders.
- Ability to balance multiple projects and deadlines.
- Initiative, creativity, and problem-solving skills.

#### **Working at YWCA Canada**

YWCA Canada is committed to creating an inclusive and equitable workplace. We encourage applications from Black, Indigenous, and racialized people, 2SLGBTQIA+ individuals, people with disabilities, and others with lived experience of marginalization.

#### **Why work with us:**

- **Impactful Work:** Join a team that is passionate about creating positive change and making a difference in the lives of women, girls, two-spirit and gender diverse people, and communities across Canada.
- **Inclusive Culture:** We celebrate diversity and value inclusivity in our workplace. Your unique talents, perspectives, and experiences are embraced and respected here.
- **Opportunities for Growth:** YWCA Canada is committed to supporting the professional development and growth of our employees. We offer a professional development stipend.
- **Great Benefits:** Enjoy benefits that prioritize your well-being and work-life balance:
  - **Competitive and equitable salary:** We offer a competitive salary that reflects your skills, experience, and contributions.

- o **Health Benefits:** Enjoy full benefits for you and your dependents with a supplemental \$2000/year healthcare spending account, access to telehealth through Maple, and an Employee Assistance Program.
- o **Paid Time Off (PTO):** We offer 4 weeks of vacation per year, which increase after 3 years of service (to a maximum of 8 weeks), and 18 Wellness and Emergency days per year.
- o **Holiday Closure and Summer Friday:** We offer Summer Fridays in July and August and a 1-week office closure between Christmas and New Year.
- o **Employer Matching Pension Plan:** We match up to 5% of pension contributions.
- o **Parental leave top-up:** We understand the importance of family and support our employees during significant life events. Our parental leave top-up program provides up to 90% top up for 15 weeks of maternity leave and up to 35 weeks of parental leave.
- o **Flexibility:** We understand the importance of flexibility in today's fast-paced world. That's why we offer flexible work arrangements to accommodate your needs and preferences. Whether you prefer to work remotely or at the office or have some flexibility during your workday.

#### **Interview Process:**

- Submit your resume on Humi and answer a few questions.
- 30-minute call with HR (for selected candidates): this will be a call over Teams to discuss your background, YWCA Canada, the role and answer some of your initial questions.
- 60-minute interview with 3 members from our team. Depending on where you are located, this might be in-person in our Toronto office, or over a video call.
- Reference Check: We want to learn more about your teamwork and collaboration, so we would like to contact a few individuals you have worked with in the past. Be ready to provide us with 2-3 professional references, including 1 supervisor.
- Offer

#### **Some final things to note:**

The successful candidate will be committed to working from an anti-oppression, feminist perspective.

To uphold our commitment to equity and fairness, we have implemented a non-negotiation policy for salaries and benefits. Negotiating compensation can perpetuate

inequalities and biases, leading to disparities in pay based on negotiation skills or personal circumstances. By eliminating negotiation, we ensure that all employees are treated with equity and have access to the same opportunities for compensation.

Our office is located in downtown Toronto. We are remote flexible, which means that the team can choose if they work at the office or from home and when. Travel is expected 4-5 times per year within Canada.

If you think you don't have all the requirements, you are passionate about the YWCA mission and think this is the right role for you, we want to hear from you! We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply.

### **Accommodations**

YWCA Canada is an equal opportunity employer committed to providing a workplace free from harassment and discrimination. We value diversity and inclusion and are committed to creating an inclusive and welcoming environment for all.

If you require accommodation at any stage of the application or interview process, or want more information on our accommodation policies, please contact HR at [careers@ywcacanada.ca](mailto:careers@ywcacanada.ca). We will work with you to meet your needs in a timely manner.