



QUAKERS

Canadian Friends
Service Committee

Employment Opportunity: Government Relations Representative

Canadian Friends Service Committee (CFSC) is the peace and social justice agency of The Religious Society of Friends (Quakers) in Canada. Quakers won the 1947 Nobel Peace Prize and are internationally recognized for peacebuilding and conflict transformation. CFSC's work continues this long tradition of transformative and sustainable approaches to human rights, justice, and peace. As people of religious faith, Quakers strive to speak truth to power while speaking to that of the divine in every person.

The Government Relations Representative is a full-time position (35 work hours/week). Consideration will be given to all qualified applicants who are located in Ottawa or willing to relocate to Ottawa.

The Government Relations Representative is responsible for representing Friends' (Quakers) interests in Ottawa. This is a dynamic position that requires the implementation of a government relations strategy, cultivating relationships with elected officials, senators, staffers, civil servants, and other relevant stakeholders in Ottawa. The position requires a self-starter excited about representing the different areas of work of CFSC. The position will work collaboratively and closely with our existing staff team.

The ideal candidate will have:

- A background in government relations,
- Solid knowledge of peace and justice work,
- Strong experience cultivating relationships with elected officials, senators, staffers, civil servants, and other relevant stakeholders in Ottawa,
- Experience developing and implementing a government relations strategy,
- Experience working for small (under 10 staff) businesses or nonprofits that require adaptability,

- Ability to work collaboratively online with a committee and staff dispersed in communities across Canada.

Compensation: the starting salary is \$62,000 per year, for a 2-year term. This 2-year pilot project may be extended pending a positive review.

Start date: immediately. If offered the position the candidate will need to be located in Ottawa upon beginning in the role of Government Relations Representative.

How to Apply

If you are passionate about peace and social justice and have the gifts and skills required, we welcome your submission including:

- A cover letter
- Three references (1 personal, 2 work-related)
- Resume outlining your qualifications and your interest/leading to serve as staff within CFSC

Please email your application package to jobs@quakerservice.ca. No phone calls, please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Application Deadline: 9 am (Eastern) on 7th, March 2023.

Government Relations Representative job description

The Government Relations Representative works in close cooperation with all CFSC program staff. The Government Relations Representative is accountable to a designated member of the Executive Committee and through them, to CFSC's Board of Directors. Specific tasks of the Government Relations Representative include:

- Develop and implement a government relations strategy, cultivating relationships with elected officials, senators, staffers, civil servants, and other relevant stakeholders in Ottawa.
- Make introductions and advise other CFSC staff of relations opportunities for them to engage in carrying out CFSC's government relations strategy.
- Monitor government activities and positions related to areas of CFSC program work (i.e. specific peace, criminal justice, and Indigenous peoples' human rights areas as identified by the CFSC program committees).
- Track developments in selected media outlets relevant to these current areas of focus.
- Write policy briefs for CFSC program committees.

- Provide recommendations to program committees about emerging opportunities and what policy advancements may be realistically achievable.
- Coordinate and/or participate in advocacy delegations and learning tours.
- Represent CFSC on coalitions and networks in consultation with the relevant CFSC Program Coordinator.
- Contribute to policy research led by CFSC program committees.
- Contribute to letters and submissions to the government.
- Contribute to other research, presentations, and education efforts of CFSC.

Tasks Common to All Staff

Fundraising

- All staff contribute to the preparation of fundraising proposals with information relevant to their area(s) of work.

Administration

- Contribute to CFSC strategic plan, as well as strategic plan reports and evaluations.
- Attend staff meetings and place items on the agenda as appropriate.
- Ensure minutes are taken at meetings and circulated in a timely manner.
- Provide relevant information to the Assistant, CFSC Events and Indigenous Rights and work with them as needed on CFSC events.
- Carry out general office tasks: answer phone calls; maintain orderly work files; maintain office equipment; prepare expense claims; monitor, distribute, and respond to correspondence as appropriate; respond to requests and redirect requests as appropriate.
- Complete monthly time-sheets.
- If requested, serve on the Travel Management Team.

Education

- Write articles and send information on programs, events, resources, issues, etc. to the Communications Coordinator for sharing through CFSC communications channels (website, E-News, social media, *Quaker Concern*, and/or to CFSC Liaisons).
- Undertake professional development with the approval of the Clerk/supervisor and General Secretary.
- Attend Canadian Yearly Meeting sessions as required or as directed by Clerk/supervisor.

Other

- When unexpected situations arise, assist with supporting other staff when they are out of the office or have asked for assistance, by immediately

consulting with the staff person (if available) and meeting with the remaining staff to determine and implement the best course of action. Before leaving the office for a vacation or work, ensure that anticipated work has a plan of action; at times this may entail making arrangements with another staff person to take care of specific pieces of work.

- Other tasks as assigned by Clerks/supervisors. Significant additional work assignments are to be communicated to the Personnel Committee by the Clerk/supervisor.