

job posting

Role title: Parliamentary Officer

Location: Ottawa-Gatineau preferred

Hours: full time (37.5 hours per week)

Results Canada is a grassroots advocacy organization that believes in mobilizing everyday people to generate the political will to end extreme poverty. We combine the voices of our volunteers with strategic areas of focus to leverage resources for programs and improved policies that give people living in poverty the health, education and opportunity they need to thrive.

Results Canada is recruiting a Parliamentary Affairs Officer to join our dedicated team of staff and volunteers. We are a national grassroots advocacy organization that is committed to creating the political will to end extreme poverty and to educating and supporting Canadians to become effective and powerful advocates for change. We believe that a world free of poverty is possible, that proven solutions exist, and that together we can change the world.

Reporting to the Parliamentary Affairs Manager, the Parliamentary Officer will be responsible for supporting and leading on several facets of our parliamentary work including developing engagement strategies, building and maintaining relationships with elected officials and supporting our volunteers and staff to engage with their Members of Parliament.

responsibilities

- In collaboration with the Parliamentary Affairs Manager, build sustainable relationships with elected and appointed government officials and staff to promote the mandate of Results Canada
- Develop strategies and tactics for strengthening our existing relationships with MP champions, as well as cultivating new champions in Parliament
- Develop and produce advocacy resources with support from the policy team and materials to support Results Canada campaigns on global health, quality education and economic inclusion
- Represent Results Canada on relevant working groups and coalitions both domestic and international
- Collaborate with other Results Canada colleagues to support the achievement of broader organizational goals

- Manage the contacts database for both staff and citizen advocate interactions with MPs and other government stakeholders including reporting tools
- Willingness to work irregular hours as required for events, calls etc.
- Other duties as required

requirements

- Minimum BA in international development/affairs, public policy, public health, political science or other related fields.
- Knowledge of government relations, advocacy, and political outreach in Canada
- Experience with meeting and event coordination
- Experience working with volunteers, citizen advocates and/or community groups
- Excellent organizational skills, goal-oriented and proactive
- Proven written and oral communications skills
- Bilingual in English and French is required

asset

- Experience of advocacy, lobbying or influencing work in Canada
- Experience working in coalitions or networks
- Experience writing or designing a strategy (either alone or as part of a team)
- Ability to report on project advancement (track project goals)

to apply

Position will be full time (37.5 hours/week).

Applications should include your resume and cover letter explaining why the position interests you and how your skills and experience make you are a suitable candidate. Please also include your salary expectation. Salary is competitive and includes a benefits package once the successful applicant has passed the probationary period.

Please email your application by December 03, 2021 to neha@resultscanada.ca and include **Parliamentary Officer** in the subject line. Due to the high volume of applications, only short-listed applicants will be contacted.

Results Canada is committed to diversity and equity around the globe and in our workplace. We welcome applications from: women, Aboriginal persons, persons with disabilities, ethnic

minorities, persons of minority sexual orientation or gender identity, visible minorities, and others who may contribute to diversification and share our values. If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.