



Position	Department
Research and Policy Analyst	The Centre for Faith and Public Life (CFPL)
Incumbent	Location
None (new position)	Hybrid - Ottawa Office (minimum 2 days per week in the Ottawa office)
Reports to	Date of Last Revision
Director of Public Policy	December 20, 2023
Peers	Subordinates
Senior Policy Analyst Researchers	None

POSITION OVERVIEW

The Research and Policy Analyst will undertake research and analysis of government policy, provide information, research and analysis from a biblical perspective on relevant social and public policy issues, and undertake research and written projects in support of the EFC's ministry and public engagement.

POSITION REQUIREMENTS

The person in this position must annually agree to and sign the EFC's statement of faith, be in agreement with the EFC's objects, and sign and abide by a code of conduct and expectations of EFC employees. The person is expected to uphold the EFC's organizational ends as set by the EFC Board of Directors in fulfilling the Position Description.

MINIMUM EDUCATION AND EXPERIENCE

- Undergraduate university degree

PREFERRED EDUCATION AND EXPERIENCE

- Graduate degree in political science, political theory, social sciences or humanities
- At least 3 years' experience in a public policy, research or legislative environment

CORE COMPETENCIES

The applicant must have demonstrated research, writing and communication skills and the capacity to work both independently and as part of a team.-Bilingualism is an asset. Knowledge of evangelicalism in Canada is an asset.

RESPONSIBILITIES**Research and writing**

- Monitor current developments in policy and research on relevant issues.
- Monitor parliamentary activity on relevant issues.
- Prepare written materials, including briefing summaries, letters, reports and background documents for parliamentarians.
- Assist in preparing written briefs to parliamentary committees and studies.
- Prepare educational resources for the EFC's constituency.
- Assist in the policy advancement and development work of the Centre for Faith and Public Life

Communication

- Respond to policy-related inquiries from the public and from the EFC's constituents and staff.
- Assist in preparing written communications for the EFC's staff, affiliates and the general public, such as updates and resources.
- Stakeholder communications (internal and external) as requested by the Director.

Representation and Collaboration

- Engage with parliamentarians and government officials on relevant issues, as requested.
- Represent the EFC in a variety of settings, as required and requested, for example, by attending meetings or participating in workshops and conferences.
- Assist in advocacy efforts.
- Establish/maintain relationships with partner organizations and participate in collaborative efforts.

Other

- Participate in the devotional life of the organization.
- Assist the Director and Senior Policy Analyst in other projects, as required and requested.
- Provide assistance and back-up to other staff as requested by the Director.