

Part Time Employment Opportunity

Policy Analyst The MATCH International Women's Fund

Position Title: Policy Analyst

Reports to: Policy Lead

Language: English (Spanish or French desirable)

Location: Ottawa

Level of Efforts: 60% (3 days a week), 14 months Contract

Compensation Package: Compensation commensurate with experience, prorated from the annual rate of \$50,000 - \$55,000. A generous benefits package is provided.

Deadline for Applications: April 22, 2019

Background

With Canada's new Feminist International Assistance Policy (and emerging Feminist Foreign Policy), there is an exciting potential to build the quality and quantity of support going to women's rights organizations in the Global South. The MATCH International Women's Fund and the Nobel Women's Initiative are engaged in policy analysis, dialogue and advocacy to scale up the support going to women's rights organizations and movements. We're looking for an energetic, talented, analytical, and organized person to work with us.

The MATCH Fund is Canada's first and only International Women's Fund. We support grassroots women's rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

The challenge: Under the leadership of the Policy Lead and in collaboration with NWI team, you will assist with analysis, coordination, logistical support, research, and (potentially) campaigning. Among other tasks, you will monitor Global Affairs Canada investments in the Feminist International Assistance Policy, identify strategic opportunities to advance our policy agenda, draft background notes, and arrange meetings.

Required qualifications, skills and experience

- Passion for women's rights;
- Ability to relate to officials, politicians and convey key messages;
- Proven ability to carry out policy analysis (related to foreign policy and international assistance) and communicate key ideas to diverse audiences;
- Experience in planning events, juggling schedules and attention to details;
- Experience working/volunteering with a feminist/women's organization;

- University degree in Development Studies, Gender/Feminist Studies, Global Studies or related field;
- Excellent use of Office suite;
- Strong writing/communication skills;
- Ability to work under pressure;
- Bilingual French/English (additional 3rd language such as Spanish or Arabic is highly desirable);
- Ability to work within a diverse team and with communities from politically and culturally diverse backgrounds.

Desirable skills and experience

- Experience in policy dialogue with both government and elected officials;
- Experience with project management;
- Masters Degree in Development Studies, Gender/Feminist Studies, Global Studies or related field;
- Experience with social media and/or campaigning;
- Experience in the women’s funding movement.

How to Apply:

Please submit your CV and cover letter quoting “Policy Analyst” to recruitment@matchinternational.org by April 22, 2018.

Only candidates selected for an interview will be contacted. We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.