



Canadian
Children's
Literacy
Foundation

Fondation pour
l'alphabétisation
des enfants
canadiens

Position Overview – Policy Analyst (Four Month Contract)

Location: Office is located in Toronto; however, applicants located anywhere in Canada will be considered for this role.

Compensation Range: \$25 - \$30 an hour; 160 hours a month

Target Start Date: September 2021, with applications reviewed on a rolling basis until role is filled.

The [Canadian Children's Literacy Foundation/ Fondation pour l'alphabétisation des enfants canadiens](#) (“CCLF”) is a charity that was founded in May 2017 with the mission of ensuring that all children in Canada are equipped to achieve their full potential. We champion, connect and develop initiatives that will enable Canada’s children to become the most literate in the world. Pandemic-related disruptions have highlighted the critical need for more equitable access to education and the Canadian Children’s Literacy Foundation is well-positioned to help all children in Canada get a strong start on their reading journey.

Reporting to and working closely with the Chief Executive Officer, the **Policy Analyst** will be responsible for supporting CCLF’s work to develop detailed policy recommendations as to how to make improved children’s literacy a foundational priority in the new Canada-wide early learning and childcare system.

While the role is currently funded as a four-month contract, there may be potential for the successful incumbent to continue in this role beyond the initial four months and take on progressively more responsibility.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves and welcomes applications from all qualified candidates. CCLF is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodations to ensure a fair and equitable selection process.

Key Roles and Responsibilities:

- Initiate exploration of new and emerging policy developments relating to early literacy, with a particular focus of the status of bilateral Early Learning and Childcare Agreements and early childhood education curricular developments, through:
 - research and monitoring of federal, provincial and territorial legislation, agreements, reports and announcements;
 - key informant interviews; and
 - reviews of evolving research on the impact on COVID-19 on early learning and well-being.

- Develop evidence-informed public policy positions, concise written policy recommendations, discussion papers and reports as required.
- Enable government engagement by identifying key government officials on the early learning and education files, leading the preparations for related meetings, attending the meetings alongside other team members, including the CEO, and supporting applicable follow-up.

Professional Experience and Qualifications:

- A belief in CCLF's mission of advancing children's literacy in Canada and enabling more equitable access to educational opportunity
- A graduate degree (completed or in progress) in policy or other relevant fields
- Knowledge of government decision-making processes
- Experience with policy analysis, developing recommendations and options, ideally a minimum of three years of work experience in this field
- Knowledge of socio-economic issues impacting early childhood education and literacy
- Demonstrated stakeholder engagement skills, collaborating with key internal and external stakeholders
- Excellent oral and written communication skills in English, with French skills a strong asset
- Knowledge of provincial strategic directions, policy priorities and governing legislation as it relates to early literacy would be a strong asset

Compensation & Work Environment

This is a full-time, contract position with hourly compensation of \$25 - \$30 an hour commensurate with experience. CCLF's offices are currently located in downtown Toronto, but the successful candidate may elect to work from the CCLF offices (upon reopening) or remotely.

Please submit your resume along with a cover letter that includes up to six bullet points enumerating how your qualifications align to this role by emailing us at recruitment@childrensliteracy.ca.