



Director of Policy

Salary Range: \$90,000 to \$105,000/year

About the Federation

Recognized as a voice for community social services since 1982, The Federation of Community Social Services of BC (the Federation) represents diverse, caring and committed member agencies from across British Columbia. Our member agencies offer a range of services to communities, people living with physical and mental challenges, vulnerable children, youth and seniors, new immigrants, people living with addictions or mental health issues, and those living in poverty. Federation services and programs inform, inspire, educate, and support the people and organizations doing this incredible work. We are member driven and community focused, working on behalf of our members – and the social services sector as a whole - to develop a vibrant, sustainable social services system.

Job/Position Summary

The Director of Policy is a senior member of the Federation staff who has an adept understanding of social policy in Pacific Canada. They are responsible for leading and expanding the research capacity of the Federation, while advancing collaboration between our members, public officials, and sector partners on issues relevant to community based social service providers.

Work Activities

The Director of Policy will ...

- Identify emerging issues within the social services sector, provide substantive policy analysis, and propose recommendations and strategies for consideration by Federation staff and members.
- Assemble and create briefing documents on complex social policy issues.
- Lead the development of the Federation's policy frameworks and processes. This includes but is not limited to providing project coordination, documentation, tracking and progress reports, and briefing.
- Conduct social policy research in conjunction with members, external experts, and stakeholders.
- Advocate for vulnerable groups in society and for the social service sector.
- Monitor research activity of like organizations for the purpose of noting opportunities and coordination of efforts across the sector and to inform members of external resources.

- Monitor government announcements, documents, and proceedings for issues of importance of relevance to the members/sector.
- Work with the Communications team in the development of communications materials that will share information and raise awareness and understanding of sector issues
- Negotiate relevant government contracts and ensure the Federation is completing our obligations.
- Lead challenging conversations while navigating sometimes complex relationships and situations.

What the Federation can offer you

We are a small but mighty staff team that works closely on all Federation activities. Our workdays are full but fulfilling. We are passionate about social justice and are committed to reconciliation. We offer work from home flexibility, a competitive salary and benefits package with RRSP matching, generous time off, and professional development opportunities. This is a full-time salaried position starting at \$90,000 to \$105,000/year with five weeks of vacation.

Organizational Status

- Reports to the Executive Director
- Manages staff policy analysts, researchers, contractors, and expert advisers as needed
- Works closely with the entire Federation staff team
- Full time position 37.5 hours per week
- Some travel required

Education

For this position, a master's degree is strongly preferred in one of the following fields: public policy, social work, child and youth care, law, political science, anthropology, health, human rights, sociology, counselling, or another field relevant to the daily work of community-based social service providers.

Rather than a precise educational background we are looking for candidates whose research, studies, or life experience has included work aimed at aiding the most vulnerable groups in society, including children, Indigenous people, and people with disabilities.

Candidates with a PhD or post-graduate studies in a relevant field are encouraged to apply.

Experience

The following types of experience would be considered an asset in this role:

- Experience working in community services, public policy and/or public health

- Experience in policy development, government relations, and/or advocacy
- Experience with non-profit umbrella organizations, or province-wide networks
- Systems change and/or local leadership experiences

Skills

- Strong understanding of the prominent issues facing the social services sector from a public policy perspective.
- Demonstrated understanding of policy cycle and policy development approaches.
- Demonstrated experience developing strategic partnerships. Demonstrated experience working across all levels of government.
- Demonstrated experience researching funding opportunities and editing, writing, and coordinating grant proposals.
- Advanced political acumen and critical thinking skills.
- Excellent research, writing, and presentation skills.
- Demonstrated ability to synthesize and effectively communicate complex ideas to a diverse audience.
- Demonstrated experience writing policy summaries, reports, position papers, briefing notes, etc.

How to Apply

Please apply with your resume and cover letter to applications@fcssbc.ca. This position will remain open until filled, but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you! Please quote *Director of Policy* in the subject line.

As part of our commitment to social justice and reconciliation, we encourage equity-seeking individuals to apply, including those who identify as: Two-Spirit, Indigiqueer, non-binary, cis, transgender, Indigenous, Black, immigrant, refugee, or those with diverse abilities.

We acknowledge the Coast Salish Peoples on whose territories we do our work. We also recognize that the work of our members takes place on the unceded, traditional lands of Indigenous peoples and Nations across the province. We are grateful and we honour the generations of Indigenous people who have cared for these lands, waters and air, and continue to do so today.