

Job Posting / Description

CIELAP: Canadian Institute for Environmental Law and Policy

Title: Policy Research Assistant.

Reports to: Research Director.

Based in: Downtown Toronto.

Salary: \$14 per hour.

Work week: 37.5 hours p/wk, Monday to Friday, with some evening and weekend work required.

Start date: January 4, 2010 or when approved.

Position duration: 12 months.

Organisation Detail:

CIELAP is a respected 39-year old registered federal charity that facilitates and informs the development of public policies, laws and decisions that foster sustainability, and a supportive and resilient natural environment.

Our draft strategic directions are (1) Climate Change Adaptation in Water and Agriculture; (2) Food Sustainability; (3) Water Conservation; (4) Sustainable Land Use; (5) EPR (Extended Producer Responsibility); (6) Governance for Sustainability; and (7) Sustainability Strategies. For more detail, see: www.cielap.org.

CIELAP has a reputation for providing credible research that is accurate, balanced and evidence-based. We are seeking a self-starting, multi-tasking individual who can contribute to our body of research on environmental and sustainability issues. Research and writing to a range of audiences are integral parts of this position's work, including the development of concise and informative documents that will be read by elected politicians, community leaders, business professionals, academics, diverse civil society communities and other audiences. Communicating and disseminating this research will also be an active component of the position.

Job purpose:

Under the supervision and guidance of CIELAP staff, you will play a key role in helping to produce and disseminate research analysis that advances CIELAP's mission and purposes. You have a keen interest in influencing positive change through the development of progressive environmental law and policy and have strong knowledge about environmental and sustainability policy in Canada and in Canadian jurisdictions. You will use your excellent research and writing skills to help CIELAP produce research and communications materials and you will help disseminate CIELAP's findings to a broad audience of policy makers and opinion leaders.

Key responsibilities and accountabilities:

- 1) Contribute to CIELAP's research on environmental and sustainability issues through reviews of literature, personal interviews, and internet research.
- 2) Draft written analysis, including reports, chapters, briefs and fact sheets.

- 3) Draft op-eds and other media stories to support CIELAP's media work.
- 4) Help CIELAP devise and implement a strategy to better engage its audiences using participatory research methods and social media.
- 5) Support CIELAP's project development and proposal writing activities
- 6) Monitor and report on activities.
- 7) Liaise and attend meetings within CIELAP.
- 8) Attend training to develop relevant knowledge and skills.

Qualifications:

The completion of a university masters degree in a subject area that relates to CIELAP's work, including environmental science, environmental studies, planning, or public administration, is required. Applicants should have a strong knowledge of environmental law and policy in Canada and in Canadian provinces. Applicants should also be familiar with the Environmental Bill of Rights process and be able to stay on top of current and emerging environmental issues.

Personal skills required:

- 1) Work well independently and with teams.
- 2) Self-starter who can also multi-task.
- 3) Creative (lateral) thinking abilities.
- 4) Enjoy discussing ideas and do so from a place of understanding.
- 5) Very strong research and writing skills, including the ability to produce concise and informative documents, including briefing notes to government, that appeal to either generalized or specialized audiences
- 6) Excellent time management and organizational skills
- 7) Good abilities in MS Office Suite.
- 8) Good abilities with Internet and social media tools.

CIELAP IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND VISIBLE MINORITIES ARE ENCOURAGED TO APPLY.

For more information:

Contact Carolyn Webb at 416.923.3529, ext. 26 or carolyn@cielap.org.