

## JOB POSTING



### Senior Policy Specialist

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 132 member agencies and 207 food programs across Toronto. Daily Bread also publishes the influential *Who's Hungry* report—an annual survey measuring trends in food insecurity and poverty in Toronto.

<b>Job Title:</b>	Senior Policy Specialist
<b>Department:</b>	Research & Advocacy
<b>Reporting to:</b>	Vice President, Research & Advocacy
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7
<b>Salary:</b>	\$75,000-90,000 per annum, commensurate with experience
<b>Terms:</b>	35 hours a week / Permanent, Full-Time, Hybrid

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary, and a comprehensive employer-paid benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#).

#### Additional benefits and considerations for you:

- 100% employer-paid health and dental benefits.
- Free daily lunches when on-site at 191 New Toronto St office.
- 15 days of paid vacation per year, with additional days earned each year.
- Paid sick leave and personal days.
- RRSP matching after 1 year.
- Professional development opportunities.
- A hybrid work environment.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Free on-site parking.

#### POSITION OVERVIEW

As a Senior Policy Specialist, you will play a central role in advancing Daily Bread's mission to end poverty and food insecurity in Toronto. Reporting to the Vice President, Research & Advocacy, you will provide policy analysis, insights, and advice to the Research & Advocacy team and government stakeholders to advance human rights-based solutions in the areas of income security, affordable housing, and decent work. You will effectively identify and engage with opportunities to influence legislative, policy, and budgetary decisions at different levels of government, and will play a key role in drafting research reports and policy materials like our annual *Who's Hungry* report.

As a candidate for this position, you will be familiar with the political landscape and government decision-making processes in Toronto, Ontario, and/or Canada. You establish strong relationships with political and bureaucratic officials and staff and craft compelling research and policy materials to influence decision-makers. You employ stellar communication and writing skills, stay aware of the latest political and policy trends, news, and initiatives, and are excited to work alongside your team to identify and respond to policy windows that maximize our advocacy impact.

## **RESPONSIBILITIES**

### **Policy Monitoring & Analysis**

- Monitor government activity, including proposed legislation and policies, election platforms, and public consultations, and proactively identify opportunities to advance Daily Bread's strategic priorities.
- Research, analyze, and develop strategic policy options, recommendations, and briefing materials on topics relating to poverty reduction and food insecurity (particularly in the areas of income security, affordable housing, and decent work).
- Monitor the political environment and emerging trends in the sector to inform policy positions, research reports, community engagement efforts, and government relations activities (i.e., identifying "policy windows").
- Analyze the policy impact of different policy options to provide sound, strategic, and human rights-based advice to the Research & Advocacy team and government stakeholders.

### **Government Relations**

- Support with maintaining the department's Advocacy Strategy and provide informed advice on where to focus advocacy efforts to meet departmental objectives.
- Develop policy briefs, government and budget submissions, blog posts, presentations, op-eds, and other knowledge mobilization products to inform and influence government stakeholders, organizational partners, and/or the public on key issues.
- Build and maintain positive relationships across relevant orders of government to influence policy change and advance Daily Bread's strategic priorities. This includes organizing meetings and engagement opportunities with government officials.
- Track and assess lobbying efforts with a view to continuous improvement, and report lobbying efforts in compliance with regulations.

### **Research, Communication, & Stakeholder Relations**

- Support with the project management, analysis, drafting, and release of Daily Bread's annual *Who's Hungry* report.
- Manage *Click/Hear* from theme ideation to report publication—a research initiative that centres the lived experience of clients and tackles timely systemic issues.
- Support Daily Bread's research, writing, and knowledge mobilization activities as needed.
- Represent Daily Bread's mission and values with government, elected representatives, colleagues, volunteers, and members of the public.
- Actively participate in, and support, meetings, projects, and relevant initiatives within the department, across departments, and among partner organizations.

## **EDUCATION/EXPERIENCE (or equivalent)**

- Post-secondary training or equivalent experience in public policy, public affairs, or related field.
- Demonstrated ability to create compelling research, policy, and knowledge mobilization materials that persuade, inspire action, and get results among different audiences.
- Experience working on policy issues at the municipal, provincial, or federal level, ideally relating to poverty reduction and/or food insecurity. Experience working for an elected official or political party is an asset.
- Experience managing projects from inception to completion including developing timelines, sequencing tasks, tracking progress, and identifying and mitigating risks.
- Experience working directly with communities who face systemic discrimination an asset.
- Experience working in a network environment and/or member-based association an asset.

## **KEY COMPETENCIES**

- Exceptional writing and communication skills with the ability to make research findings and policy recommendations clear, concise, and compelling for different audiences.
- Strong political acuity and deep knowledge of social policy issues and trends related to poverty and food insecurity.
- Ability to work collaboratively and respectfully with a diversity of people, including clients, donors, government officials, member agencies, partner organizations, staff across departments, and the public.
- Ability to manage multiple projects in a fast-paced environment and adapt to change.
- Proficiency in monitoring and measuring outcomes to ensure continuous improvement.
- Organized, resourceful, highly motivated, and detail oriented.
- Excellent networking and interpersonal skills that facilitate strong relationships.
- Strong knowledge of Microsoft Office – Word, Excel, PowerPoint, Outlook, MS Teams.
- A genuine commitment to ending poverty and food insecurity.

## **WORKING CONDITIONS**

The incumbent has an office at 191 New Toronto Street in a warehouse environment and is occasionally required to travel to offsite meetings and events.

## **HOW TO APPLY**

To be considered, applicants must submit a cover letter and resume by **Wednesday, October 23, 11:59 p.m.** to [careers@dailybread.ca](mailto:careers@dailybread.ca). Interviews for the position will be conducted on a rolling basis.

***Daily Bread Food Bank is an equal-opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity.***

*Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.*

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.