



**CANADIAN CENTER
FOR WOMEN'S
EMPOWERMENT**

**CENTRE CANADIEN
POUR L'AUTONOMISATION
DES FEMMES**

Job Application

Position: Policy Advisor

Reports to: Director of Policy

Location: Canada, Remote

Employment Type: Contract, 28 hours per week

Duration: June 15, 2026 to March 31, 2027(9.5 months)

Compensation: : 38\$/hour

Deadline of application: June 10, 2026

About the Role

The Canadian Centre for Women's Empowerment (CCFWE) is seeking a skilled and proactive Policy Advisor to support our growing policy, advocacy, and systems-change work on economic abuse and women's economic empowerment across Canada.

The Policy Advisor will monitor government developments, analyze legislation and emerging policy issues, and prepare high-quality briefing materials to inform CCFWE's advocacy priorities. This role will help identify risks, opportunities, and trends related to economic abuse, financial justice, gender-based violence, and survivor economic empowerment across provincial, territorial, and federal policy landscapes.

Working closely with the policy team, the Policy Advisor will conduct research, track policy changes, scan media and public discourse, and contribute to policy briefs, backgrounders, reports, submissions, and advocacy materials that strengthen CCFWE's national impact.

This role is ideal for someone who can quickly synthesize complex information, write clearly, think strategically, and is motivated to influence policy systems that affect women and survivors of gender-based violence.

About Canadian Centre for Women's Empowerment (CCFWE)

The Canadian Centre for Women's Empowerment (CCFWE) is the only national organization in Canada dedicated to raising awareness of economic abuse and transforming responses to it.

Our vision is a Canada where women and girls can live free from abuse, exploitation, and financial control, and where survivors are supported not only to survive, but to thrive.

Our mission is to advance systems change by improving policies, practices, and responses across financial institutions, public services, government, legal systems, employers, and community organizations.

We centre survivor voices, research, and community knowledge in all areas of our work, with a strong commitment to equity, anti-racism, feminism, and economic justice.

About You

You are a skilled and proactive policy professional who is passionate about using policy analysis, research, and advocacy to create real-world change for women and victim-survivors of economic abuse.

You can quickly understand complex policy issues, legislation, government initiatives, and public debates, and translate them into clear briefing notes, backgrounders, policy summaries, and advocacy materials.

You bring an understanding of economic abuse and the misuse of systems to cause harm.

You are detail-oriented, responsive, and motivated by systems change, financial justice, survivor safety, and women's economic empowerment across Canada.

Key Responsibilities

Policy Analysis & Briefings

- Rapidly develop high-quality briefing notes, backgrounders, and analysis on emerging policy issues
- Conduct in-depth reviews of proposed legislation, regulations, and government initiatives
- Assist the policy team with other supports and projects that may extend beyond the provincial and territorial jurisdiction work
- Identify emerging policy issues, risks, opportunities, and trends that may impact CCFWE's advocacy, programs, survivor-informed work, and systems-change priorities

Government & Policy Monitoring

- Track and analyze provincial and territorial policy developments related to economic abuse and economic empowerment
- Monitor debates, committee work, and policy announcements to identify risks and opportunities
- Maintain a strong understanding of evolving policy landscapes across jurisdictions
- Provide timely updates and analysis to support the Director, policy team, leadership, advocacy planning, and strategic decision-making
- Perform other duties as assigned by the Director

Media & Issue Scanning

- Conduct ongoing media and environmental scans to keep a pulse on relevant public discourse
- Identify emerging trends, narratives, risks, and opportunities that may influence CCFWE's policy, advocacy, and public education work

Policy Advocacy

- Support CCFWE's national Health Us Rise Campaign by contributing to policy research, briefing materials, stakeholder engagement, and advocacy coordination

Qualifications

Required

- Strong ability to synthesize complex information quickly and produce clear, concise written policy briefing materials
- Experience or strong interest in public policy, government processes, or advocacy
- Excellent writing, editing, and verbal communication skills that can adapt to ensure it is best suited for the audience the work is intended for
- Demonstrated ability to work independently, manage competing priorities, and meet tight deadlines
- Strong judgment, including knowing when to seek input or escalate issues

Assets

- Experience analyzing legislation or working with parliamentary processes, such as the House of Commons, Senate, or committees
- Research experience, qualitative and/or quantitative
- Knowledge of gender-based violence, economic abuse, or women's economic empowerment issues
- Experience working with Experts by Experience or individuals with lived experience to inform policy analysis, advocacy, research, and survivor-centred systems change
- Experience working with non-profit organizations, government stakeholders, advocacy networks, or community-based organizations
- Bilingualism in English and French is considered an asset

Why Join Our Team

- A warm, flexible, and supportive work environment where your voice and ideas matter
- Fully remote work, with flexibility that supports balance, focus, and wellbeing
- Opportunities to keep learning through workshops, webinars, and professional development
- Specialized training in economic abuse and survivor-centred work
- A chance to be part of meaningful national and international advocacy
- Opportunities to present at conferences, support research, and help create survivor-informed tools and resources
- Work that directly contributes to systems change, financial justice, and survivor economic empowerment
- A team culture grounded in respect, anti-racism, cultural responsiveness, and trauma-informed practice

- Opportunities to work alongside leading experts, grassroots partners, researchers, advocates, and community organizations across Canada
- A chance to build strong relationships and networks in the financial justice and economic empowerment sectors

Application Process and Equity Statement

Applications should be submitted to hr@ccfwe.org by 11:59 p.m. EST on Wednesday, June 10, 2026.

CCFWE is committed to equity, diversity, inclusion, accessibility, anti-racism, and creating a respectful workplace for people of all genders and backgrounds. We welcome applications from candidates with diverse lived experiences, professional experiences, perspectives, and from members of equity-deserving communities.

As an equity-seeking organization, CCFWE does not use artificial intelligence or automated screening tools to review, rank, or shortlist applications. All applications will be reviewed by people through an equity-informed recruitment process.

CCFWE is committed to protecting applicants' personal information. Personal information collected during the recruitment process will be used only for hiring purposes and handled in accordance with applicable Canadian privacy laws.