

## SUMMER STUDENT JOBS at CITIZENS FOR PUBLIC JUSTICE

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[Citizens for Public Justice](#) (CPJ) has a well-established and greatly valued practice of welcoming student placements and summer student jobs. We also offer an annual [one-year paid internship](#) from September through August.

For summer 2024, we have received federal government funding for an **eight-week, full-time (35hr/wk) contract** for one student to join CPJ's team as a **Social Policy Researcher**. The Social Policy Researcher will be paid an hourly wage of \$23/hr.

The Government of Canada funded this job through the Canada Summer Jobs program. In accordance with this program's requirements, you must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible for this summer job posting, but may be interested in CPJ's [one-year paid internship](#) (applications due May 12). This job is advertised on Job Bank in accordance with the requirements for Canada Summer Jobs 2023.

We hope this document will assist students interested in applying for our ESDC-funded summer student jobs.

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### **How to apply:**

Please email your cover letter and resume to [natalie@cpj.ca](mailto:natalie@cpj.ca) with the subject line: Social Policy Researcher Application.

### **Application deadline: May 12, 2024**

We expect to make a hiring decision by May 25, 2024, with a starting date as early as June 3, 2024.

Should you have any questions, please contact Natalie Appleyard at [natalie@cpj.ca](mailto:natalie@cpj.ca).

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## Job Description

The full-time (35 hours/week) Social Policy Researcher will be responsible for creating a revised [Advocacy Toolkit](#) for CPJ, as well as assisting CPJ Policy Analysts with additional research and writing as directed by the supervisor.

The [CPJ Advocacy Toolkit](#) is a non-partisan resource published by CPJ to help our members, partner organizations, and other aspiring advocates influence the legislative process. This guide provides information and templates for people with various levels of experience, with suggestions about different methods of advocacy, when to use each, and how to voice concerns and recommendations most effectively.

The current Advocacy Toolkit will be used as a starting point for information and organization, but the Social Policy Researcher will have room to exercise initiative, creativity, technical skills, and communication skills to create an updated version that will inspire and equip members of civil society to engage in activism for a more just and sustainable world.

In particular, the revised Advocacy Toolkit should be accessible to a range of audiences, including people with lived experience related to CPJ's core policy issues of poverty, climate justice, and refugee and migrant rights, and model rights-based, intersectional, and anti-oppressive approaches.

### **Key responsibilities:**

**Research:** The Social Policy Researcher will cross reference older versions of the Advocacy Toolkit, with support from CPJ policy staff; research best practices in accessibility and rights-based, anti-oppressive, and non-partisan advocacy and communication; engage with CPJ partners and reach out to other organizations for input and feedback; and synthesize findings to develop content for the revised CPJ Advocacy Toolkit.

**Writing:** The Social Policy Researcher will create a well-organized Advocacy Toolkit with a cohesive narrative and instructive examples and templates based on their research findings and input from CPJ staff, partners, and other consulted organizations. The writing will be done in plain language, providing definitions and

explanations of legislative and advocacy terms that may be unfamiliar to readers, taking into consideration a wide range of audiences. Depending on the skills and experience of the Social Policy Researcher, graphic design of the Advocacy Toolkit may be included in their responsibilities, with support from CPJ staff.

Skills in **graphic design** will also be considered an asset, and can be developed throughout this work experience.

### **Mentorship & Skill Development:**

With the support of a designated staff mentor and supervisor, the Social Policy Researcher will have the opportunity to exercise initiative and develop skills through both independent and collaborative tasks. As a small staff with a broad mandate, CPJ works regularly in coalition with other partners, creating opportunities for networking and collaboration within and beyond our own organization and region.

The Social Policy Researcher will be supported in learning to adapt to a variety of audiences, timelines, and modes of communication, exercising creativity and innovation and being exposed to a variety of digital technologies to create an accessible and engaging Advocacy Toolkit. Additionally, they will have the opportunity to develop technical skills in conducting academic and non-academic research and navigating legislative processes and non-partisan advocacy strategies in the Canadian context.

### **Commitment to Equity & Accessibility:**

As the Advocacy Toolkit is intended to support the engagement of youth and adults from a range of audiences, including those from equity-deserving groups, through best practices in accessibility and rights-based, intersectional, and anti-oppressive approaches, students from equity-deserving groups including students with disabilities are encouraged to apply, and will be supported through CPJ's [Equity and Anti-Oppression commitments](#).

## About CPJ

Citizens for Public Justice (CPJ) is an organization “inspired by faith to act for justice” through rights-based, intersectional public policy research and advocacy at the federal domestic level. Our three main areas of focus are poverty in Canada, climate justice, and refugee and migrant rights.

CPJ has a small staff of six (including a one-year paid internship) with members and partners across the country. While CPJ is a faith-based organization with roots in Christian traditions, we welcome students and interns from all faith backgrounds, as well as those who do not identify with any particular faith.

Our Equity and Anti-Oppression Statement and Commitments can be found at [cpj.ca/EAO](http://cpj.ca/EAO). All prospective students and partners are expected to familiarize themselves with these commitments, which will be reviewed during orientation.

### **Logistics & Accessibility**

Our office is located in Ottawa at 334 MacLaren St. Staff currently have a hybrid working arrangement, so work can take place in-office or virtually, or a combination thereof. Workspace at the office is available throughout the week, including access to computers, printer, phones, and office supplies. Meetings can be held virtually using Zoom or Teams.

Please note that the heritage building where our office is located is not currently accessible for those requiring mobility devices. An exterior lift is to be installed sometime this summer, and there is an accessible washroom on the first floor of the building, but most of our offices are located on the second and third floor, with the kitchen on the third floor. The second and third floors are accessible only by stairs.

CPJ is committed to exploring ways we can support and accommodate students with disabilities to engage with CPJ. We also welcome and value the expertise of people with lived experience related to our policy areas, and are committed to supporting students’ and staff well-being while engaging in what can be both heavy and fulfilling work. Please feel free to reach out with any questions.