

## Policy Analyst: Canada West Foundation

**Bring your skills and energy to a respected, independent think tank that is a leading voice on issues of critical importance to prosperity and sustainability across Western Canada.**

We are looking for an **experienced Public Policy Analyst** to join our team and help us produce high-impact, evidence-based policy insight that moves the national agenda. We are non-partisan. We are all about issues, ideas and communication – and we have fun doing it.

You are organized, personable, curious, open to ideas and practical. You are looking to join a positive and highly committed team who believe work makes a difference.

This position will primarily support the Human Capital Centre – with a focus on employer participation in competency-based education, upskilling, work integrated learning (including apprenticeships) as well talent retention and attraction.

Qualified candidates will have:

- Strong research and critical thinking skills that include the ability to:
  - find, organize, assess and integrate information
  - critically analyze quantitative and qualitative data
  - turn numbers into meaningful narrative and visualizations
  - consider the “so what” implications of evidence
  - develop and assess policy alternatives
- Exceptional ability to write clearly for diverse audiences
- Very strong attention to detail and organizational skills
- Past experience engaging with subject matter experts, policymakers and/or stakeholders
- Experience juggling multiple tasks in a fast-paced environment
- A positive, “can-do” attitude
- A minimum of two years relevant paid work experience
- A Bachelor or Master’s degree (preferred) in Public Policy and/or Commerce/Business with a concentration in Marketing, HR or OB.

Salary and duties will be commensurate with skills and experience in the range of \$50,000 – \$65,000.

Location: Calgary Beltline district – office position with opportunities to work remotely at times.

**This is a permanent full-time position.**

The Canada West Foundation is an employer of talented and diverse individuals.

CWF is a dog friendly office for well behaved canines.

Please submit a cover letter, resume and a 500-word writing sample (e.g., an excerpt from a paper, policy brief, article, or blog) **via email** to [collins@cwf.ca](mailto:collins@cwf.ca) with “**Research Position**” in the subject line.

Only candidates to be interviewed will be contacted. This opportunity will remain open until the position is filled.

Go to [www.cwf.ca](http://www.cwf.ca) for more information about the Canada West Foundation.

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