

Position: Specialist, Public Policy
Reports to: Executive Vice President
Location: Ottawa (home-based) with travel as required

Imagine a future where people living with lung cancer have a fighting chance, where no one loses a loved one to asthma, where people with chronic obstructive pulmonary disease (COPD) live their lives to the fullest, where older adults don't lose their independence in life, and where future generations don't suffer the debilitating effects of lung disease.

The Lung Health Foundation is committed to making this future a reality. And this new future starts now.

The Lung Health Foundation's mission is to improve the lung health of Canadians, and we will achieve this through:

- Groundbreaking research;
- Policy and practice change;
- Urgently needed programs and support; and
- Public education around lung health issues.

And at the heart of it all? Helping those who have been impacted by lung disease.

Reporting to the Executive Vice President, and working closely with the National Manager, Policy and Government Relations, and the Vice President, Marketing and Strategic Initiatives, the Specialist, Public Policy plays a key role in the development and execution of the Lung Health Foundation's policy and public affairs efforts and strategies.

RESPONSIBILITIES:

- Support the National Manager, Policy and Government Relations and the Executive Vice President in the development and implementation of provincial and national advocacy, policy and public affairs initiatives and the annual business plan
- Monitor relevant policy and public affairs issues, providing briefing notes and issue summaries as required
- Work with the Executive Vice President and National Manager, Policy and Government Relations in developing and managing relationships with elected officials, including political staff, bureaucrats and other health sector partners to broaden support for key positions of the Lung Health Foundation
- Support the Executive Vice President and Vice President, Marketing and Strategic Initiatives, and National Manager, Policy and Government Relations in developing policy and position statements
- Support the development and execution of key events including the Breathing Policy Forum series and annual lobby days, including invitations and follow ups; development of meeting materials; briefing of speakers and participants; and other logistical requirements
- Work with the Vice President, Marketing and Strategic Initiatives on media advocacy and public policy issues, including the development of key messages and news releases
- Collaborate with and provide strategic support to partner organizations on issues of common interest
- Work with external government relations or public affairs consultants as needed
- Other projects or duties as assigned by the Executive Vice President and Vice President, Marketing and Strategic Initiatives

- Research, analyze and write policy papers, policy takeaways, and white papers outlining key recommendations for government

QUALIFICATIONS:

- University degree, or equivalent of education and experience, preferably in political science and/or public affairs
- Excellent presentation, verbal and written communication skills
- Strong understanding of best practice strategies in advocacy and government relations
- Excellent administrative skills and a proven ability to work collaboratively with staff, volunteers and external partners
- Well-organized, able to work with deadlines
- An analytical mind with attention to detail
- Strong networking skills
- Excellent research and analytical abilities
- Fluency in French is an asset

We're also looking for people who share our values:

- To lead with courage and passion
- To act as one unified and integrated team
- To be nimble, open and quick to adapt
- To demonstrate genuine integrity
- To be accountable to the donors that make our work possible; the patients and caregivers that we exist to serve; *and to each other...the members of our LHF family*

WHY THE LUNG HEALTH FOUNDATION?

Beyond the good feels you'll get from making a real difference in the lives of the one-in-five Canadians living with lung disease, we offer:

- collaborative and creative environment
- robust benefits package, including an RRSP matching program
- flexible work environment
- we help you grow - both professionally and personally

As a Toronto-based organization with a national scope, we may consider, for externally-focused roles, remote work based on the strength of the candidate and organizational needs. In such cases, the candidate must be also willing to travel as required.

The Lung Health Foundation is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, we will make accommodations available to applicants with disabilities upon request during the recruitment process.

The Lung Health Foundation is an Equal Opportunity Employer and is committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family or parental status, or any other status protected by the laws or regulations in the province where we operate. At the Lung Health Foundation, we value the insights and innovation that diverse and inclusive teams bring to work.



HOW TO APPLY:

If you are interested in this opportunity and have the skills and experience required, we invite you to apply through our careers page at <https://lunghealth.ca/careers/> and in your cover letter please include the position title you are applying for. We appreciate your interest in this opportunity, however, only those selected for an interview will be contacted.