

## **North American MenEngage – Job Posting**

### **POLICY CONSULTANT**

**Timeframe: September 1, 2021 - December 31, 2021**

**Compensation: \$36-\$40 per hour, 20 hours per week**

The North American MenEngage Network (NAMEN), Inc. is a US/Canada regional network of organizations and individuals working with men and boys to achieve gender equality, end violence, and promote health for men, women and children in North America.

As a 501c3 non-profit organization, we operate as a network of members with a board drawn from the general membership responsible for decision-making, communications, and the management of collective activities.

### **SUMMARY**

The Policy Consultant will be responsible for representing North American MenEngage across the continent and around the world, and will manage and implement strategies and tactics in support of North American and international public policy. This role will be responsible for developing compelling advocacy strategies and messaging to promote grassroots, nonprofit, and civil society engagement efforts and supporting policy programs, presentations and other special initiatives. The Policy Consultant will also monitor and assess relevant legislative and regulatory developments with a gender equality and intersectional lens across identities. The Policy Consultant will also conduct a multi-sector research project across North America to determine trends in engaging men and masculinities.

### **GENERAL RESPONSIBILITIES**

#### Generation Equality Forum (GEF):

- Help to establish and implement a North American GEF policy platform that includes community outreach and public engagement, in coordination with the Global Secretariat of MenEngage and MenEngage partner organizations around the world.
- Participate in global GEF programs and activities, and promote GEF events to the North American MenEngage membership.
- Report on all North American MenEngage during GEF coordination meetings and in writing to North American MenEngage Director, Board, and to the Global Secretariat.

#### Policy Development

- Lead and provide hands-on support on policy development, research assignments, and projects in conjunction with Policy Committee, including undertaking research and consultation, and reporting to stakeholders, committees, or the Board as required.
- Provide strategic policy support, critical analysis, co-coordinating capabilities and expert advice to the North American MenEngage Policy Committee.
- Ensure the adherence to standards, policies and requirements established for the North American MenEngage Program and Policy Committee in coordination with the Board-designated

Co-Chairs of the Committee. Oversee the review, edit, and quality of documents regularly. Convert the document into standard template formats.

- Organize individuals and work effectively to write policy and solve policy issues with multiple member organizations, Global MenEngage and International partners.
- Assist in identifying potential policy issues, participating in any joint meetings or task forces, providing comments, analysis and contribution for any type of publication.

#### Stakeholder management

- Ensure that member organizations are consulted and contribute where they have expertise to policies, and guidelines that may need to be written or revised.
- Build stakeholder relationships and manage consultations on policy and regulatory matters. Build and maintain relationships with external stakeholders and staff in similar roles in other organizations.

#### Research & Reporting

- Conduct multi-sector policy research project to determine trends across North America regarding engaging men and masculinities. Expected product is a multi-page North American Policy Report with webinar presentation to the NAMEN membership.
- Analyze and succinctly present policy data, legislation, and outcomes.
- Develop and distribute accurate, consistent updates to the North American MenEngage membership on public policy with gender equality and intersectional implications and impacts across race, socio-economics, sexual orientation, gender identity, disability, age, and other identities.

#### **Required Education and Experience**

- Position requires a minimum of 3-5 years of experience in a political management or public affairs role with an emphasis on public relations, government affairs and communications.
- Minimum B.A. in Political Science or other related social justice majors is preferred.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Familiar with the field of corporate public affairs and experience working on initiatives, material, and message development to support public policy objectives and business priorities.
- Strong experience implementing and centering intersectionality, decolonization, and identity activism.
- Strong experience in conducting research and analysis
- Ability to identify opportunities, recommend and help implement process improvements
- Intermediate strategic/conceptual thinking abilities
- Is analytical and detail oriented; able to identify, prioritize and solve problems effectively

- Basic to intermediate budget management skills
- Able to work in a diverse, multi-office environment
- Advanced training development and delivery abilities
- Functions autonomously and deliver corporate results while keeping management of work progress and escalate issues as appropriate
- Able to interact with all levels of personnel
- Strong interpersonal skills, intermediate to advanced written and oral communication and effective customer service skills
- Intermediate subject matter expertise in one or more relevant areas preferred
- Advanced project management skills
- Advanced change management skills
- Advanced quality assurance and formatting skills
- Ability to identify inconsistencies in routine work and initiate corrective action within own workflow
- Able to deliver results with quality and a sense of immediacy
- Adapts well to change; able to multi-task and make effective decisions in a fast-paced, deadline-driven environment
- Is a proactive self-starter who is able to manage his/her time effectively and work independently with minimal oversight
- Intermediate to advanced computer skills
- Knowledge of legal holds process
- Demonstrates ethics and integrity
- Exercises discretion and maintains confidentiality of sensitive information

We thank all applicants for their interest, however only those under consideration for the role will be contacted. If you have any questions about the application process or to apply, please contact [office@namenmenengage.org](mailto:office@namenmenengage.org)

North American MenEngage is an equal opportunity organization. We value diversity. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.