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Career Centre



Current Openings



Language

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Advocacy Coordinator

Contract Full Time

Anywhere in Canada, Toronto, ON, CA

13 days ago

Requisition ID: 2116

APPLY

WHY JOIN THE CANADIAN CANCER SOCIETY (CCS)?

We are the only national charity that supports Canadians with all cancers in communities across the country—no other organization does what we do. As the voice for Canadians who care about cancer, we fund groundbreaking research, provide trusted information about cancer, offer a support system to help people with cancer and their families cope, and shape health policies to prevent cancer and support those living with the disease.

With the help of hundreds of thousands of people that the Canadian Cancer Society (CCS) brings together, we are a force-for-life in the face of cancer. Join us and you can work with passionate and committed individuals from coast to coast who are working to improve the cancer experience by helping people live longer and enhancing their quality of life.

To learn more about us, visit cancer.ca.

JOB OVERVIEW

Reporting to the Acting Senior Manager, Advocacy, you will work with colleagues to reduce the burden of cancer by advocating to governments and other decision-makers to ensure healthy public policy is in place to help lower the public's risk of developing cancer and improve the lives of those living with cancer.

WHAT YOU'LL BE DOING:

- Plan, support and execute advocacy campaigns as they relate to cancer prevention and support for people living with cancer and their families
- Develop and edit backgrounders, key messages, letters and supporting documentation related to advocacy initiatives
- Implement initiatives both internally and externally in support of CCS's advocacy priorities, i.e. Daffodil Campaign outreach to elected officials
- Support administrative needs of the advocacy team, including data entry and lobby registries
- Liaise with service providers regarding advocacy team subscriptions, i.e. Hill Times
- Process monthly invoices with CCS finance department
- Support advocacy colleagues across Canada to achieve nationwide goals and objectives
- Provide support to the advocacy team including planning meetings/teleconferences, developing and disseminating resources, preparing minutes, reports and updates
- Other duties as assigned

WHAT WE ARE LOOKING FOR:

- Post secondary education, preferably in public administration, health promotion, political science or equivalent combination of education and experience
- Flexibility, ability to deal with competing priorities
- Superior communication skills particularly with writing, editing and proof reading
- Excellent interpersonal skills with proven ability to work independently and as a team player
- Strong organizational skills and sound judgment skills with a customer focus
- Analytical skills to identify and respond to emerging issues/opportunities
- Computer literate, proficient in MSOffice (Word/Excel) and PowerPoint
- Experience with a multi-level non-profit or community health organization is an asset
- Knowledge of Canadian Cancer Society policies and procedures is an asset
- Bilingualism is an asset

WHAT YOU CAN EXPECT FROM US:

CCS offers meaningful opportunities to help make a difference in the lives of Canadians with cancer and their families. We are committed to fostering a culture that is inspiring, supportive and exemplifies our core values:

CARING COURAGE INTEGRITY PROGRESSIVE.

In return for your skills and dedication, we offer an attractive compensation that encompasses a competitive salary and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY:

Qualified candidates are invited to submit their **resume, cover letter** and **salary expectations** by **February 26, 2021**.

For internal candidates, this position is assigned to salary band 3.

CCS is committed to employment equity and encourages applications from all qualified candidates. CCS will make available reasonable accommodations for people with disabilities upon request.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

Please note that in keeping with the mandate of CCS to model and promote healthy lifestyles, employees are not permitted to smoke in or about CCS premises or while carrying out CCS business.

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