



Advocacy and Policy Officer, Retirement Security

The National Association of Federal Retirees is the largest national advocacy group representing pensioners, their partners and survivors, from the public service, the Canadian Armed Forces, the Royal Canadian Mounted Police and federally appointed judges. We are a not-for-profit association with over 170,000 members across Canada. The Association has been advocating for improvements to the financial security, health and well-being of our members and all Canadians since 1963.

The National Office of the Association has a vacancy for the permanent position of Advocacy and Policy Officer, Retirement Security. This position is open to internal and external applicants.

The Advocacy and Policy Officer, Retirement Security is responsible to the Director, Advocacy for monitoring and researching relevant policy and producing advocacy materials and events in support of the Association's strategic priorities. The incumbent will build relationships with stakeholders, identify opportunities to shape policies and to advance the organization's priorities.

Responsibilities include but are not limited to:

- Supports development and implementation of strategic advocacy plans and campaigns.
- Develops materials in support of advocacy campaigns, volunteer- and member-focused communications, or communications with stakeholders.
- Maintains awareness of developments/climate (political, social, legal/legislative, policy, best practices, etc.) and innovations that may affect position or policy directions and develops briefs on same.
- Prepares a range of analyses and communications to support issues management.
- Maintains specialized knowledge of the retirement security plans relevant to members and provides guidance to members on pension inquiries.
- Develop relationships with relevant stakeholders and engage with peers on relevant policies and programs, contributing to visibility of the organization and advancement of advocacy positions.

The successful applicant will have the following key attributes:

- University degree in political science, communications or related field or equivalent professional qualification.
- At least 3 years experience in pension policy, advocacy, and/or administration.

- At least 3 years experience in general advocacy and policy work, including policy analysis and development.
- Experience in writing, editing and proofreading advocacy materials and research for public dissemination.
- Excellent editing, writing and proofreading skills in both official languages (English and French).
- Skilled and confident user of common office applications, particularly Microsoft products. Experience in effective application of Adobe tools in document design and layout.
- Bilingualism (French and English) required.
- Strong interpersonal communications skills.
- Tact, diplomacy and confidentiality.
- The ability to manage multiple assignments independently, and a high level of organization and detail.

The Association is committed to the fundamental principles of equitable employment opportunities and to fostering a respectful, inclusive and dignified workplace, including recruitment, hiring, development, promotion and working conditions, in accordance with the *Ontario Human Rights Code*.

This commitment applies without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, or record of offences, as applicable.

We are also committed to inclusive, barrier-free recruitment and selection processes, and to providing a workplace environment that meets the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Accommodation is available upon request at any stage of the recruitment and selection process and throughout employment, and applicants are encouraged to make their needs known so that appropriate arrangements can be made.

This position is full-time (35 hours per week) and is based at our National Office in Ottawa. Under normal circumstances employees are expected to be present at the office. Under exceptional circumstances, employees may be expected or permitted to work remotely. Currently, employees are expected to work in a hybrid mode, with a minimum of three days a week in the office.

At NAFR, we place a high value on the recognition of, and respect for the health, safety and dignity of others. You will be expected to be a model of those values in your dealings with colleagues, volunteers, Association members and outside partners.

The median annual salary for this position is approximately \$ 85,000 depending on skills and experience. The Association offers an excellent benefit package, including a defined benefit pension plan, paid sick leave, Health and Dental coverage, a wellness credit and support for professional development.

If you are interested in this rewarding opportunity, please submit your application to: careers@federalretirees.ca by May 22, 2026. Please note that only candidates selected for an interview will be contacted.

For more information about the *National Association of Federal Retirees*, please visit www.federalretirees.ca