

RESEARCH/POLICY ASSISTANT

Four-Year Contract Position

Mayor's Office

Responsibilities:

The Mayor's office is building an exciting team to support the Mayor. Reporting to and working alongside the Chief of Staff, you will apply your strong analytical and research skills to interpret legislation, synthesize literature, and help to identify emerging issues and trends. Your excellent writing skills will be used to draft reports, briefing notes, correspondence and presentations. You will provide project support to the Mayor for a number of internal initiatives and external committees.

Qualifications:

- Undergraduate degree in political studies or a related discipline or equivalent combination of education and related experience
- Significant experience conducting research or policy program development relating to a wide range of issues
- Demonstrated communication and facilitation skills, both oral and written
- Demonstrated ability to analyze complex issues, conduct thorough research, and develop sound policy
- Demonstrated ability to establish and maintain effective professional and working relationships with a wide variety of people and associations, including elected officials, in an environment of diverse stakeholders and interests
- Ability to manage multiple or competing priorities within tight time frames
- Proficiency in computer, including document and spreadsheet processing, designing presentations, social media

If you are interested in this exciting opportunity, please submit a detailed resume to:

Norma Coleman, Chief of Staff, Office of the Mayor:

350 City Hall Square West

Windsor, ON N9A 6S1

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