
NOTICE OF TEMPORARY POSITION: CO-ORDINATOR, POLICY AND GOVERNMENT RELATIONS

The Co-operative Housing Federation of Canada is recruiting for a full time (35 hours per week), 3 month casual position of Co-ordinator, Policy and Government Relations starting August 1, 2026. This is an entry-level opportunity ideal for recent graduates or early-career professionals interested in public policy, government relations and co-operative housing. We are seeking a motivated and detail-oriented individual to join our team during a planned short-term leave. This 3 month position will be based at our Ottawa or Toronto office and will follow a hybrid work model (1-2 days/week in the office). Other locations may be considered.

The mission of the Co-operative Housing Federation of Canada (CHF Canada) is to inspire, represent and serve our members in a united co-operative housing movement. There is significant unmet demand for affordable and co-operative housing, and we want more people to experience the security, vibrancy and resiliency of co-operative living. We work with federal, provincial/territorial and municipal governments to support existing co-ops, and to develop more co-op housing, so we can continue to lead the way in creating inclusive, accessible, diverse and sustainable communities. Our movement is resourceful, passionate, and dedicated to a future with more co-operative housing.

Reporting to the Associate Director, Public Affairs and Policy, the Co-ordinator provides support across government relations and public affairs programs and events, and administrative support to assigned projects. The Co-ordinator contributes to CHF Canada's work with members and external stakeholders, supporting the organization's advocacy objectives.

The Co-ordinator supports CHF Canada's external policy and government relations program in support of the growth and successful operation of the non-profit co-operative housing sector in Canada.

Some specific areas of responsibility include:

- Prepare materials for meetings and events; attend meetings with elected officials, as required.
- Assist in liaising with parliamentarians, political staff, federal officials, and provincial/municipal counterparts.
- Monitor relevant legislative, parliamentary, and policy developments.
- Track and summarize key policy announcements, consultations, and government priorities.
- Draft communications materials, including policy briefs, backgrounders, and social media content.
- Synthesize complex information into clear, concise summaries for internal and external audiences.
- Support coordination of events, meetings, and stakeholder outreach activities, including the Ontario municipal elections.
- Maintain databases, tracking tools, and internal documentation.
- Provide general co-ordination and administrative support to public affairs projects.

- Ensure activities are compliant with relevant lobbying regulations, and that reports are filed accurately and on time.

What we're looking for:

- A post-secondary degree or diploma in public policy, political science, communications or related field, or an equivalent combination of education and experience.
- Relevant political work experience preferred, either paid or volunteer, such as political campaigns, membership or non-profit campaigns, and/or organizing lobby days.
- Excellent oral communication skills including delivery of complex concepts to audiences with a wide diversity of knowledge, skills, and experience.
- Strong research, analytical, and writing skills.
- Strong organizational and prioritization skills with the ability to manage the demands of multiple long-term projects simultaneously.
- Ability to work independently and collaboratively as part of a team.
- Knowledge of SharePoint and Office 365 applications.
- Working knowledge of graphic design tools, including Canva.
- Working knowledge of other software applications and productivity tools an asset, such as Salesforce, Monday.com, NewMode, or NationBuilder.
- Demonstrated interest in social purpose organizations, co-operative housing, or affordable housing is an asset.
- Bilingualism (French/ English) is an asset.

CHF Canada is committed to building and retaining a diverse, equitable, and inclusive working environment. In selecting candidates for this position, additional weight may be given to recognize diverse backgrounds and experiences, especially from underrepresented groups among CHF Canada's current staff. CHF Canada invites candidates to self-identify relevant experiences or background information that supports this organizational objective.

We may use generative AI tools to assist in the initial sorting of applications and creation of recruitment materials to improve administrative efficiency, but we value human connection. A human being will review your application.

How to Apply:

Please submit your resume and cover letter in **one PDF** file to talent@chfcanada.coop with the subject line: **CHF Canada – Co-ordinator, Policy and Government Relations**. Please ensure that your skills and experience, as it relates to the qualifications we are looking for, are clearly outlined in the resume and cover letter, including those identified as assets.

Salary: \$66,159-\$70,188/ year hiring range

Benefits: This is a temporary, three-month casual position. The position is not eligible for CHF Canada's group benefits plan; however, the successful candidate will receive all applicable minimum entitlements under Ontario's Employment Standards Act, 2000, including vacation pay and any public holiday pay or other statutory entitlements that apply.

Application Deadline: 5:00 p.m. EDT, June 24, 2026

Co-operative Housing Federation (CHF) of Canada thanks all applicants, however, only those selected for an interview will be contacted. CHF is a respectful, caring, and inclusive workplace. CHF Canada is an equal opportunity employer and committed to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

**CHF Canada is proud to have been recognized for the sixth year
in a row as one of the [National Capital Region Top Employers](#)**

<https://reviews.canadastop100.com/top-employer-co-operative-housing-federation-of-canada>

