



Canadian Mental
Health Association
Mental health for all

Association canadienne
pour la santé mentale
La santé mentale pour tous



years of
community
ans dans la
communauté

Career Opportunity

National Research & Policy Analyst

Contract, Full Time Hybrid

The Canadian Mental Health Association (CMHA) is seeking qualified applicants for the role of National Research and Policy Analyst to join the National team for a one-year contract, with possibility for a renewal. We are looking for an early career Research and Policy Analyst to work closely with the Research & Public Policy team in researching and producing written analyses in response to key public policy issues, supporting research projects, analysing quantitative and qualitative data, supporting our government relations and campaigns work, and project support.

About CMHA: Founded in 1918, the Canadian Mental Health Association (CMHA) is the most established, most extensive community mental health organization in Canada. Through a presence in more than 330 communities across every province and one territory, CMHA provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Canadians to flourish and thrive. Our vision is a Canada where mental health is a human right. In 2021 and 2022, CMHA was chosen as one of [Canada's best places to work by Forbes](#).

Location: The role is based out of the CMHA National office in Toronto, or remotely in the Ottawa area. To encourage collaboration and explore new ways of working, CMHA National supports a hybrid work model of 2 days in the office.

Key responsibilities:

1. Research, analyses, and writing:
 - a. Support the planning, development and implementation of research initiatives, including employing both qualitative and quantitative research methods.
 - b. Compile and synthesize background research in response to media requests, and in support of research needs of other departments.
 - c. Draft research reports, discussion papers, policy positions and statements, submissions, briefing notes, and presentations.
 - d. Monitor and maintain internal records of new and emerging research, findings, clinical studies, best practices and innovations in the mental health and substance use health sector, in Canada and globally.
 - e. Analyse and produce evidence-informed policy briefs on a range of mental health and substance use health policy issues.
2. Support government relations and campaigns work:
 - a. Support political and government media monitoring. Support development of background briefing notes for meetings with government officials, government consultations, stakeholder convenings, and other advocacy opportunities.
3. Project support:
 - a. Support the creation of easily digestible products for lay audiences (knowledge translation), for example: public statements, social media posts, media speaking points, etc.
 - b. Work with CMHA National staff and the CMHA federation on public policy issues and participate in the development of communication products.
 - c. Administrative support, including preparing meeting minutes, meeting logistics, and other tasks as required.
 - d. Contribute to team work-planning and strategizing.

You should have:

- A university degree (preferably at the graduate level), or combination of equivalent experience, with preference for graduates of public health, public administration, social work, sociology, psychology, or equivalent background.

- 2-5 years+ working as a researcher on public policy issues, with preference for socioeconomic issues.
- Experience in the mental health and substance use healthcare sector, knowledge of the key stakeholders in the national mental health and substance use health landscape, and an understanding of the federal health policy context.
- A strong command of English, both spoken and written, is essential.
- High level of expertise with Outlook and Microsoft Office suite

We're looking for candidates that can demonstrate:

- Strong research, writing and analytical skills and a proven track record for developing clear policy briefs, supporting, and conducting qualitative and quantitative research, proposal writing and drafting reports. Written samples will be requested during the interview process.
- Strong statistical skills required and an ability to apply and interpret multivariate regression analysis considered a strong asset.
- Excellent collaboration and consultation skills across departments and with external stakeholders.
- An ability to manage multiple responsibilities, often with little lead time and under tight deadlines.
- An intersectional approach to public policy research and analysis, with a strong understanding of anti-racism and anti-oppression.

Compensation: \$63,000-65,000 annually along with benefits, a flexible work environment and a workplace culture committed to personal wellbeing and psychological safety.

Benefits: Dental care, extended health care, life insurance, vision care, employee assistance program, flexible schedule, paid time off (vacation, sick and work life balance days), wellness program, work from home, hybrid work.

Working conditions:

- This is a full-time position, working standard office hours (currently 35 hours/week).
- This position functions in a normal office environment, using typical office equipment, with extended periods of sitting, telephone interaction and/or working at a computer and no unusual physical demands.
- Due to the public nature of this job, there may be some challenging contacts or situations from external stakeholders.
- CMHA National employees are required to be fully vaccinated against COVID-19 in accordance with our Vaccination Policy as a condition of being eligible for the recruitment process.
- Proof of COVID-19 vaccinations will be required. If you are not able to obtain COVID-19 vaccinations for a reason related to a protected ground of discrimination under applicable human rights legislation, you can request accommodation from CMHA National.
- You can review conditions that may qualify for medical exemption to the COVID-19 vaccine here: [Medical Exemptions to COVID-19 Vaccination](#).

Are you a fit?

If you are interested in applying for the role, please submit a PDF copy of your resume along with a cover letter to careers@cmha.ca by 14 January 2024. The subject line should mention "National Research and Policy Analyst". We thank you for your interest and please note that only those identified for an interview will be contacted. To learn more about CMHA, visit: www.cmha.ca

CMHA is committed to our workforce reflecting the diversity of the communities within which we work. As such, we explicitly encourage applications from people with lived experience of a mental illness or substance use health issue, persons with disabilities, members of Black, Indigenous and racialized communities, people of all sexual orientations, gender identities and expressions, and others who may contribute to the diversity of our staff. We invite you to self-identify in your cover letter. Please let us know if you require accommodations throughout the application process.