



**Careers  
on the Grow**



## Policy Analyst, Natural and Applied Sciences

**Company:** Canadian Federation of Agriculture

**Reports To:** Director of Environment & Science Policy & Executive Director

**Format & Location:**

Position can be located throughout Canada (Virtual)

CFA headquarters is in Ottawa, ON

**Length of Internship:**

10-week internship (possibly extended to 12-to-14-week internship) – CFA flexible start date: May and/or June 2023 – 35 hours a week

### About CFA

The Canadian Federation of Agriculture is a not-for-profit association and is the national voice for over 190,000 Canadian farmers and farm families.

To learn more about the CFA and its members/priorities, please refer to our website at: [www.cfa-fca.ca](http://www.cfa-fca.ca).

If you are seeking to work virtually or in a hybrid role with a small team and are a positive, multi-tasking professional who takes immense pride in your work and collaboration, then the CFA may be the right fit for you.

### You will:

- Analyze current and proposed policy pertaining to environmental sustainability, with specific focus on sustainability metrics, carbon pricing and the clean fuel standards
- Engage with government and industry representatives, research news articles and publications, attend virtual conferences.
- Track relevant bills presented in the house or senate and review impacting legislation and reports.
- Communicate with members to understand farmers' perspectives on environmental policy and draft member communications on policy implications
- Inform policy directors on relevant new issues, legislation, or bills.
- Provide secretariat and research support to CFA special issues committees.
  - Develop briefing materials / presentations on policies, programs, and environmental scans.
  - Engage member organizations in internal consultations on critical policy issues.
  - Organize virtual meetings, including development of agendas, records of discussion, and scheduling.
  - Assisting Assistant Executive Director and Policy Directors in completion of associated reports and materials to the Board of Directors.



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- Support CFA engagement with officials and government / industry-lead committees by conducting background research, engaging farmers on their positions, and developing presentations.
- Provide research assistance to CFA Director of Environment and Science Policy in relation to the economic impacts and opportunities Canadian farmers face on legislation, regulations, and funding programs targeting agriculture.
- Work in collaboration with farm organizations in Canada to inform joint research initiatives and develop associated communications
- Liaise with agricultural stakeholders to understand sector-specific dynamics and inform associated CFA publications.
- Assist CFA's Director of Environment and Science Policy with administering projects, potentially including the Canadian Agri-Food Sustainability Initiative and the National Index on Agri-Food Performance.
- Assist CFA's Director of Environment in coordinating Canadian farmers' engagement with the United Nations by conducting research and analysis requested by the director.

## You are:

*To be successful as a CFA Intern, you should:*

- Currently be working towards or have a university level degree in environmental studies, natural science, public administration or within a subject matter that relates to the context of the above job description
- Have an interest working in the areas of sustainability, agriculture & agri-food, economics, public administration, political science and/or natural science
- Feel confident and have strong people skills.
- Have strong skills for working and communicating virtually when needed.
- Be comfortable working both as part of a team and independently.
- Have strong proficiency in MS Office programs
- Have excellent time management skills
- Be able to work independently and meet deadlines
- Have strong writing, research, and reporting skills
- Have strong diplomacy skills and professionalism
- Be resourceful and able to manage several shifting priorities
- Be highly organized and a good multi-tasker with a positive attitude
- Be bilingual in both English and French (considered an asset)

## Other helpful information:

- You should be comfortable using the Microsoft suite of applications (Word, PowerPoint, Excel, etc.), Microsoft Teams, and Zoom.
- You should have a reliable internet connection which will be required if working remotely.



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- You should have a personal laptop with audio/video conferencing capabilities which will be required.
- Any long-distance phone charges or office supplies, etc. that are incurred will be covered by the CFA
- Be comfortable supporting CFA representatives virtually, networking with others and participating in hands-on convention on-site experiences