

# Job Posting Criteria for PolicyJobsTO and PolicyJobsOTT



Thank you for your interest in sharing a job with us! [PolicyJobsTO](#) and [PolicyJobsOTT](#) are free weekly newsletters sent out by [Springboard Policy](#) every Friday via email and Substack, sharing jobs in the Toronto and Ottawa areas.

There is no fee to subscribe or to post a role. Our goal is to help connect good people to good jobs. We share postings from internships to senior leadership and our subscribers include professionals at different stages of their policy careers.

## Posting requirements

Have a quick look at the criteria below to make sure the role meets our posting requirements:

- Jobs must be paid. We strongly encourage you to share jobs that pay above living wage and we also love it when you include the salary range. 🇺🇸 🇨🇦
- The job must be in the GTHA, the National Capital Region, or fully remote (exceptions are made only on rare occasions).
- The job must clearly focus on policy analysis/development/research/advocacy. Here are some classic examples of jobs we post:
  - Policy Analyst in a public sector or political organization 🍑
  - Government Relations Advisor for an industry association 🍑
  - Researcher in a public policy think tank 🍑
  - Regulatory analyst implementing public policy in a regulatory body 🍑
  - Stakeholder relations lead for a non-profit or business where the role includes advancing public policy priorities 🍑
  - Legal roles with a strong public policy focus 🍑
  - Staff for elected officials who support their policy work 🍑
- In general, we do not post pure program, evaluation, fundraising, communications or campaign organizer roles, unless the job description explicitly includes policy work. Even if the role is based in an organization with a strong public policy mandate (e.g.

a policy think tank), but the advertised position has no policy component (e.g. web designer), it does not meet our criteria. It's not about the job title or the organization, it's about the role.

- The reason we have these criteria in place are simply to keep the newsletter a focused and useful product for all involved.

The clearer the focus on policy analysis/development/research/advocacy in the job description, the greater the chance the job will be a good fit for PJTO/PJOTT subscribers. If that link is not necessarily clear from the formal job posting, please help us out by providing us with a line or two that explains the link explicitly.

## How to submit a job

To submit a job, send us an email:

- [policyjobsTO@springboardpolicy.com](mailto:policyjobsTO@springboardpolicy.com) for PolicyJobsTO
- [policyjobsOTT@springboardpolicy.com](mailto:policyjobsOTT@springboardpolicy.com) for PolicyJobsOTT

Please send us your job posting by Thursday at noon for it to be shared in the newsletter on the following Friday. We will share the job posting once in our newsletter (even if the job posting is open for multiple weeks).

THANK YOU! 🙏🙏🙏