

Policy Advisor - 12 month contract position to cover parental leave (with potential for extension based on operational need)

Association of Municipalities of Ontario (AMO)

Toronto | Hybrid work arrangement (approx. 2 days/week in office)

Salary: \$97,135 – \$113,634 + OMERS pension + benefits

AMO represents Ontario's 444 municipal governments. Every day, we work to strengthen the role municipalities play in our democratic system.

We are seeking a Policy Advisor to lead and support the analysis and advocacy efforts that advance top municipal priorities. AMO offers a collaborative, mission-driven workplace. Working in fast-paced and dynamic environment, you will help shape the public conversation about municipalities and influence provincial policy to benefit people and communities across Ontario.

Key responsibilities:

- Conducting policy research and analysis on complex municipal issues.
- Leveraging statistical data and quantitative evidence to support advocacy positions, identify trends, and develop evidence-based policy recommendations.
- Proactively identifying emerging issues and developing creative, evidence-based solutions.
- Preparing well-crafted, timely briefing notes, policy papers, and presentation materials for senior leadership, the AMO Board of Directors and government stakeholders.
- Building and managing effective relationships across the municipal and provincial sectors and partners.

What you bring:

- Experience: Minimum of 3 years of direct workplace experience in public policy, government relations, or municipal administration.
- Knowledge: A strong understanding of current municipal policy drivers, government structures, legislative and regulatory processes, and the political landscape in Ontario.
- Sector expertise: A working knowledge of health, social services, homelessness and affordable housing, Indigenous relations and/or emergency services is considered a strong asset.
- Communication: Exceptional written and verbal communication skills, with the ability to translate complex data and information into compelling advocacy materials.
- Education: A post-secondary degree in Public Policy, Political Science, Public Administration, or a related field.

To apply: email application to careers@amo.on.ca referencing "AMOPA2026"

Application deadline: 11:59 PM, October 13, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Other Important Information:

The position is to fill a 12-month Contract position to cover a parental leave.

Salary Range: \$97,135 - \$113,634

Reported place of employment is our Toronto office currently located at 155 University Avenue, Toronto, Ontario. Our general hours of operations are 8:30 a.m. to 4:30 p.m.

AMO currently has a hybrid work onsite and from home policy in place that may allow for a hybrid work arrangement for employees who meet the terms and conditions of the policy. The hybrid work onsite and from home policy is subject to change.

Please send cover letter and resume as a single document in PDF format.

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AMO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

AMO is an equal opportunity employer and is committed to inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage members of racialized communities, Indigenous persons, persons with disabilities, women, and persons of any sexual orientation or gender identity to apply.