



CSBA | ACCS

Canadian School Boards Association

L'association canadienne des commissions/conseils scolaires

Public Relations & Advocacy Strategist – Part-time contract role

Remote work – with preference for Ottawa-based candidates

Up to three days per week – flexible

The [Canadian School Boards Association \(CSBA\)](https://cdnsba.org) is seeking a strategic, politically savvy and relationship-focused professional to serve as our Public Relations & Advocacy Strategist. This role is an exciting opportunity to help shape national conversations on public education and support advocacy initiatives on behalf of school boards across Canada, and strengthen CSBA's profile with government, media, and key stakeholders. This is a fully remote, flexible work arrangement, requiring up to 3 days per week, with occasional travel for meetings and events.

About the Canadian School Boards Association

CSBA is the national voice of school boards and school board associations across Canada. We advocate for strong public education systems and locally elected governance structures, and we provide leadership on issues affecting students, families, trustees, and communities nationwide.

Key Responsibilities

Advocacy & Government Relations

- Identify and advance opportunities for national engagement on issues affecting school boards across Canada.
- Draft media statements, position pieces, and advocacy materials related to key issues.
- Build and maintain relationships with elected officials, government representatives, and policy influencers.

Advocacy Event Coordination

- Plan and coordinate national advocacy events in Ottawa and stakeholder engagements.
- Align event activities with CSBA's advocacy priorities and strategic objectives.
- Support event logistics, messaging, and stakeholder outreach.
- Collaborate with member associations and external partners to ensure successful execution of initiatives.

National Partnerships & Representation

- Coordinate participation in collaborative initiatives and national engagements.
- Identify partnership opportunities that support CSBA's advocacy objectives.

Public Relations & Communications

- Strengthen CSBA's public profile through strategic communications and media engagement.
- Draft and review key messaging, media releases, and communications materials.
- Coordinate and produce Association publications as required.

Social Media Management

- Manage CSBA's social media presence across relevant platforms.
- Develop and publish content aligned with organizational priorities and emerging issues in public education.
- Identify opportunities to amplify advocacy messages, sector updates, and organizational initiatives.

Qualifications

The ideal candidate will bring:

- Bilingual in English and French.
- Experience in public relations, communications, advocacy, government relations or public affairs.
- Strong written and verbal communication skills with demonstrated ability to develop compelling communications materials.
- Knowledge of advocacy strategies, stakeholder engagement, and public policy processes.
- Ability to work independently and manage multiple priorities in a remote environment.
- Proficiency with social media management and digital communications tools.

Assets

- Candidates located in the Ottawa region are preferred, given the national nature of the role and government relations responsibilities.
- Knowledge of Canada's education sector, public education governance, and school board operations is a strong asset.
- Understanding of issues affecting children, youth, and public education across Canada is highly desirable.
- Experience working with non-profit, association, or member-based organizations is an asset.

What We Offer

- Flexible, fully remote work arrangement.
- Engaging and collaborative work with education leaders from across Canada.
- Hourly rate between \$65 and \$70, negotiated based on experience and qualifications.

How to Apply

Interested candidates are invited to submit a résumé and cover letter outlining their experience and interest in the role to executivedirector@cdnsba.org by September 18, 2026.