

Policy and Technical Writer (Part-time)

Location: Flexible/Remote in Canada

Estimated Hours: 35-45 hours per month on average with anticipated deliverables due in November 2026, January 2027, and April 2027.

Application Deadline: Reviewed on a rolling basis, and interested candidates are encouraged to apply as soon as possible.

This is a contract position with the possibility of extension or role expansion based on available funding and ongoing project needs.

About Light House

Are you passionate about translating complex technical and policy issues into compelling, actionable information that drives change? Join [Light House](http://light-house.org), a non-profit dedicated to advancing a regenerative and circular economy within the built environment.

We are seeking an experienced **Policy and Technical Writer** to support the development of strategic publications and stakeholder engagement materials focused on circularity and climate action in the construction sector. This role is ideal for a skilled writer who can synthesize research, technical expertise, and stakeholder perspectives into high-quality deliverables that inform industry leaders, policymakers, and government decision-makers.

Working closely with Light House staff, industry experts, government representatives, and project stakeholders, you will be responsible for drafting key technical reports, policy briefs, research outputs, and other external publications. This is an opportunity to contribute directly to initiatives shaping the future of Canada's built environment and climate transition.

Key Responsibilities

- Development, writing, and editing of policy and technical publications, including policy briefs, policy action plans, discussion guides, consultation papers, and consultation summaries.
- Synthesize complex technical, regulatory, market, and stakeholder input into accessible and actionable content.
- Collaborate with project teams, researchers, industry professionals, and government stakeholders to gather information and develop recommendations.
- Develop clear narratives and evidence-based recommendations tailored to industry professionals, policymakers, public agencies, and funders.

- Review technical reports, research findings, and consultation outcomes to identify key messages and strategic implications.
- Ensure consistency in messaging, tone, formatting, and quality across all deliverables.
- Participate, as needed, in stakeholder engagement activities, workshops, and consultations to capture key insights and themes.

Who You Are

- You have 5+ years of experience in technical writing, policy writing, strategic communications, or related fields.
- You possess exceptional writing, editing, and research skills with meticulous attention to detail.
- You have demonstrated experience leading and producing technical publications, such as policy briefs, consultation reports, discussion papers, and discussion guides.
- You are skilled at translating complex technical and policy information into clear, concise, and audience-appropriate language
- You have experience working with diverse stakeholders, including industry experts, government agencies, non-profits, and external partners.
- You are highly organized, capable of balancing multiple deadlines, and comfortable working both independently and collaboratively.

Assets

- Experience in some of the following areas: climate action, sustainability, decarbonization, clean technology, insurance, construction, and the built environment.
- Familiarity with municipal, provincial, or federal government policy development.

Compensation: \$65-\$75/hour, based on experience

How to Apply

Please submit your resume and two relevant writing samples (such as policy briefs, consultation reports, discussion papers, or action plans) by email to careers@light-house.org with the subject line: **"Policy and Technical Writer 2026"**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. If you require accommodations during the interview process, please let us know.

Light House is an equal opportunity and living wage employer. We encourage applications from all qualified individuals regardless of race, gender, sexual orientation, physical ability, or other personal characteristics.