



DIRECTOR OF POLICY AND GOVERNMENT RELATIONS JOB DESCRIPTION

POSITION

Director of Policy and Government Relations

REPORTS TO

Chief Executive Officer

OBJECTIVES

The Director of Policy and Government Relations will be responsible build, implement and manage all aspects of the government affairs program of the Chamber, inclusive of a pro-business agenda, policy research, grassroots efforts, managing issues committees, working with elected officials and coordinating educational opportunities. Represent the interests of the business community at the local, provincial and federal levels.

The Director of Policy and Government Relations position requires the ability to communicate well, excel in volunteer coordination, understand and articulate advocacy issues, handle details and to perform well in a multi-tasking environment. Strong organizational and interpersonal skills are needed on a daily basis.

RESPONSIBILITIES

As the leader of *The Chamber's* research and advocacy activities, the following role responsibilities will apply:

Research

- Monitor the activities of The City of Saskatoon for The Chamber and members
- Monitor the activities of The Province of Saskatchewan for The Chamber and members
- Monitor the activities of The Government of Canada for The Chamber and members
- Maintain Chamber relationships with and communicate with councillors and legislators
- Work in concert with the research efforts of The Chamber Network
- Support Committees, Task Forces and others with reference materials and reporting to support decision making
- Analyze trends and issues, identify and develop options and solutions

Advocacy

- Attend meetings and events both locally and outside the city and province to support The Chamber's efforts regarding Chamber business, issues and advocacy
- Develop materials for management and the Board including external communications
- Develop materials for Greater Saskatoon Chamber Members and the general public
- Maintain research and advocacy content on Greater Saskatoon Chamber website
- Provide content for social media, digital and print publications
- Administer the Chamber's in-house lobbying registration and related reporting
- Develop and execute advocacy events as appropriate

Additional Responsibilities

- Lead and facilitate chamber committees and task forces
- Manage advocacy interns
- Attend and assist with other Chamber events
- Other duties as assigned

QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Business, Political Science, Policy or related field
- Three to five years of experience in the legislative, lobbying or political arena
- Understanding of small business and entrepreneurial enterprises
- A combination of experience and other education may also be considered

Skills and Competencies

- Experience coordinating, recruiting and motivating volunteers
- Firm understanding of politics and their processes
- Strong research skills
- High-level problem-solving skills, using both analytical and abstract thinking
- Ability to prioritize and manage emergent issues
- Ability to collaborate with a diverse group of colleagues, customers and partners
- Experience managing small to moderate business projects
- Microsoft Office, primarily Word, Excel and PowerPoint, online survey services and database management experience
- Strong written and oral communication skills
- High standard of personal conduct and integrity

COMPENSATION

- Salary range: 65 – 85k
- The Chamber is a member of The Saskatchewan Pension Plan
- The Chamber is a member of the Chamber Plan which provides health, dental, life and disability insurance

ABOUT THE CHAMBER

The Greater Saskatoon Chamber of Commerce has been advocating on behalf of our members since 1903. We continue to be a powerful and effective advocate for both small and large businesses on key issues while working towards building the best business environment in Canada.

ADDITIONAL INFORMATION

Applications will be accepted until April 30, 2019.

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www.saskatoonchamber.com

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