

## **Policy & Advocacy Advisor**

### **JOB DESCRIPTION:**

The Hamilton Chamber of Commerce is the city's oldest institution, having been formed in 1845. The Chamber office is located in the heart of downtown Hamilton and represents 1,000+ member businesses.

Policy and advocacy is the bread and butter of any business association. Like many of the larger chambers across the country, the Hamilton Chamber of Commerce is fortunate to have in-house policy/advocacy resources that help us influence municipal, provincial and federal decision-making to help grow the local economy. This position also helps us extend our influence outside of Hamilton by connecting in with the provincial and federal chamber advocacy networks to which we belong.

The Policy & Advocacy Advisor works closely with the President & CEO, the Chamber's Policy & Advocacy Council, its members and task forces to establish the organization as the business and economic thought leader in the community.

The position offers a unique professional opportunity to work in a fast paced, dynamic and cohesive team environment that serves the needs of the Chamber membership. The position also provides the opportunity to work with hundreds of chambers of commerce across the country, government officials at all three levels and media outlets from across the region.

Compensation will be commensurate with experience. The chamber offers a collaborative and flexible work environment and a competitive employee benefits package.

### **DUTIES AND RESPONSIBILITIES:**

In this capacity, you will be responsible for:

- Taking a lead role, supported by thorough research and analysis, in developing, coordinating and managing the policy positions and government affairs engagements that impact the Chamber's membership and improve Hamilton's business climate;
- Working with the Policy & Advocacy Council, an august group of local policy and government affairs experts, to execute on the Chamber's Policy & Advocacy Strategic Plan;
- Advising the Chamber's CEO in his/her media and government engagement activities through the provision of accurate background research and political communications content;
- Representing the organization at government consultations, stakeholder events and, from time-to-time, as the organization's spokesperson to news media;
- Generating multi-media content to help various audiences, internal and external, in understanding the Chamber's policy positions and advocacy actions;
- Actively monitoring and advising the organization on relevant media matters, legislative developments at the municipal, provincial and federal levels, and relevant academic and stakeholder publications;

- Collaboration with staff within the Ontario and Canadian Chamber of Commerce networks on ongoing policy and advocacy initiatives to amplify the priorities of Hamilton Chamber members;
- Extensive and varied writing and research projects;
- Identifying and supporting grant writing, sponsorship and other funding opportunities to enhance policy and advocacy resources within the organization;
- Participating in and supporting (where necessary) the planning of Chamber events, membership sales and engagement processes;
- Occasional out of town travel to participate in conferences and government engagement activities outside of Hamilton;
- Other duties as assigned.

### **QUALIFICATIONS:**

The ideal candidate will:

- Love writing and possess superior communication skills, both written and oral, with the ability to translate complex policy concepts into compelling written and visual narratives to multiple audiences and stakeholder groups;
- Possess superior project management skills;
- Establish and maintain strong, cooperative relationships with the Chamber's various stakeholder groups (staff, members, volunteers, partners, community members, elected officials and public servants);
- Understand the important issues facing Hamilton and its business community;
- Possess a strong understanding of public policy, and the legislative and political processes at the municipal, provincial and federal levels of government.
- Have the ability to analyze economic and social data;
- Be self-motivated and work with limited direction;
- Be highly organized and demonstrate superior time management skills;
- Be able to handle several competing priorities and strict deadlines;
- Demonstrate the ability to think strategically
- Skills working with the Microsoft Office Suite, Adobe Suite and any related digital audio and visual design tools are an asset.

### **EDUCATION AND/OR EXPERIENCE:**

- Minimum of 3-5 years' experience;
- University degree in political science, communications and/or equivalent is an asset.

**EXPECTATIONS:** Normal organization working hours are from 8:30 am to 4:30 pm, Monday through Friday. However, it is further understood that in order to adequately perform the duties of this position, the incumbent will be required to work outside these hours (early morning, evening and occasional weekend work) and this shall be considered an expectation of the terms and conditions of employment.

**HOW TO APPLY:** Please send a cover letter, resume and writing samples to Marie Nash, Chief Operating Officer at [m.nash@hamiltonchamber.ca](mailto:m.nash@hamiltonchamber.ca). Deadline to apply is October 2, 2020.