

Policy and Advocacy Advisor

JOB DETAILS:

Location: Hamilton Chamber of Commerce, 120 King Street East, Hamilton, ON

Job Type: Full-Time

ABOUT US:

The Hamilton Chamber of Commerce is a dynamic and influential organization committed to fostering a thriving business community in Hamilton, ON. Representing over 1,000 member businesses and 75,000 employees, we play a pivotal role in advocating for policies that enhance economic growth, support local businesses, and create a conducive environment for commerce to flourish.

POSITION OVERVIEW:

Policy and Advocacy is a cornerstone of the Hamilton Chamber of Commerce, and our in-house policy/advocacy lead helps us influence municipal, provincial, and federal decision-making to help grow the local economy. We are seeking a passionate and experienced Policy and Advocacy Advisor to join our team.

The successful candidate will play a vital role in driving our policy initiatives and advocating for the interests of our diverse and vibrant business community. As a Policy and Advocacy Advisor, you will collaborate closely with local stakeholders, government officials, and business leaders to shape policies that have a positive impact on Hamilton's economy.

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.

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

KEY RESPONSIBILITIES:

- Research, analyze, and monitor local, provincial, and federal policies affecting businesses in Hamilton, ON.
- Take 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.
- Prepare well-researched policy briefs, reports, and recommendations for internal and external stakeholders.
- Establish and maintain strong, cooperative relationships with the Chamber's various stakeholder groups including with government officials, community leaders, and relevant organizations.

- Collaborate 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.
- Advise the Chamber's CEO in their media and government engagement activities through the provision of accurate background research and communications content.
- Representing the organization at government consultations, stakeholder events and, from time-to-time, as the organization's spokesperson to news media.
- Collaborate with internal teams to provide policy insights and guidance, ensuring alignment with our mission and goals.
- Organize and lead advocacy campaigns, educational workshops, and events to raise awareness about important policy matters.
- Identifying and supporting grant writing, sponsorship, and other funding opportunities to enhance policy and advocacy resources within the organization.
- Occasional out of town travel to participate in conferences and government engagement activities outside of Hamilton.
- Participating in and supporting (where necessary) the planning of Chamber events, membership sales and engagement processes.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Public Policy, Political Science, Business, or a related field (Master's degree preferred).
- Strong understanding of local and regional economic dynamics, business challenges, and policy landscape of Hamilton and its business community.
- Proven experience in policy analysis, government affairs, or advocacy. Understanding of the legislative and political processes at the municipal, provincial, and federal levels of government. Previous experience in government, business-focused organization or chamber of commerce is an asset.
- Excellent communication skills, both written and verbal, with the ability to effectively convey complex policy matters to various audiences.
- Demonstrated ability to build relationships, collaborate with stakeholders, and influence decision-makers.
- Detail-oriented mindset, proven ability to think strategically with exceptional research and analytical skills.
- Self-motivated, proactive, and able to work independently as well as part of a team.
- Highly organized and demonstrated superior time management skills.
- Proficiency in Microsoft Office Suite, Adobe Suite and any related digital audio and visual design tools are an asset.

BENEFITS:

Salary commensurate with experience, along with a comprehensive benefits package that includes insurance, retirement plans, professional development opportunities, and a supportive work environment.

APPLICATION PROCESS:

If you are passionate about driving positive change, influencing policies, and making a lasting impact on the business community, we encourage you to apply.

Please submit a cover letter, resume and writing samples to careers@hamiltonchamber.ca.
Deadline to apply is Tuesday, September 5, 2023.

Join us in shaping the future of Hamilton, Ontario's business landscape and contributing to the growth and prosperity of our local economy.