

September 2022

Government Relations Coordinator, Part Time

Location: Ottawa / Hybrid

Overview:

The Canadian Cattle Association (CCA) represents Canada's 60,000 beef producers and works to address issues that concern beef producers. With CCA headquarters in Calgary, CCA also has an Ottawa office that focuses on domestic and international advocacy regarding climate change, trade, economic resiliency, innovation and research.

The Government Relations Coordinator is a key position within the CCA Ottawa team. They are responsible for monitoring Parliamentary activities and federal departments, keeping a keen eye on areas of focus of CCA. They will create briefing notes to support CCA's policy team and look for opportunities for CCA leadership and staff to further our advocacy objectives.

The coordinator is responsible to coordinate CCA's "fly-ins", set up meetings with Parliamentarians, and develop both internal and external briefing packages.

CCA hosts various Parliamentary receptions and other events throughout the year; the coordinator will have a central role in the event management, both in preparation and during the event.

Reports to: Senior Director, Government and Public Affairs

Key Responsibilities:

- Monitor Parliament including but not limited to: committees and Question Period and provide briefings on relevant files.
- Monitor relevant government departments for consultations, policy initiatives, etc. that is relevant to CCA's objectives.
- Develop and maintain mailing and contact lists for federal elected and senior bureaucratic officials.
- Research, coordinate and write products to support parliamentary activities and policy positions (e.g., briefing notes, backgrounders, taking notes in meetings).
- Attain and maintain a knowledge base of policy and legislative priorities; supporting CCA's analysis and participation on policy files/projects.
- Organize "Fly Ins" for CCA Provincial Members.
- Assist in Event Management for Key Ottawa events, including our VIP Annual Reception, Fall BBQ and other events on an ongoing basis.
- Other
 - Maintain the lobby registry for Directors and staff as approved by the CEO.
 - Support Ottawa team on miscellaneous projects in both a policy and administrative capacity.

Qualifications and Skills:

- Fluency in English with strong written and oral communication skills; Proficiency in French is an asset.
- Excellent research, analytical and problem-solving skills; attention to detail and sound judgement.
- High degree of proficiency in working in a fast-paced, collaborative team environment
- Requires experience scheduling meetings with elected and unelected officials.
- Proficiency in Microsoft Office and other computer programs is essential.
- Requires a high degree of resourcefulness, detail-oriented skills, self-motivation and self-direction as well as the judgement necessary to understand when to seek direction and the ability to both multi-task and prioritize.
- Ability to register as a federal lobbyist with the Commissioner of Lobbying for Canada this role is based in the Ottawa office, ability for hybrid work is available.

Education: University degree or college diploma paired with relevant experience.

Please send cover letters and resumes to babcockj@cattle.ca with the subject line: Government Relations Coordinator.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.