

Government Relations Specialist

Employment Type: Regular Full Time

Work Model: Remote-Based

Language: English is required, French is an asset.

To apply: <https://www.linkedin.com/jobs/view/4312326985>

The Opportunity:

We are a leading Canadian financial services co-operative committed to being a catalyst for a sustainable and resilient society and our team is essential to deliver on this strategy. That's why we prioritize our people, to ensure we provide a strong culture and development opportunities which enables our team to thrive and to live our purpose. The best part is that you will work with people that care passionately about you, our clients, and our communities.

The Government Relations (GR) Specialist provides specialized support for the GR team's government outreach and advocacy programs. Working closely with the AVP of Government Relations and broader team, the GR Specialist is responsible for carrying out many aspects of the department's functions, including research and writing, relationship building, policy monitoring and management of meetings with elected officials and other key stakeholders. The GR Specialist will support written communication and lead the design of all submissions to government and internal reports.

How you will create impact:

- Conduct strategic research related to public policy, industry and corporate issues.
- Monitor and analyze legislation, regulation and public policy issues.
- In collaboration with the AVP, support various advocacy initiatives and programs.
- Support the development of written responses to government consultations, Quarterly Reports, and End of Year Report for Senior Management and the Board of Directors.
- Lead the design process for all Government Relations submissions, presentations, Quarterly Reports and the End of Year Report.
- Participate on various industry-related committees to provide updates to key internal stakeholders (executive and VP level) as well as co-ordination (influence) on government submissions.
- Monitor and support the legal requirements for Federal and Provincial lobbyist registrations for key staff and the Board of Directors.
- Assist in the review of sponsorships/partnerships, including cheque requisitions, co-ordination of meetings, and the annual budget process.

How you will succeed:

- You have an innovative mindset to improve operational efficiencies and ability to influence change, with a primary focus on client needs.
- You use critical thinking skills to recognize assumptions, evaluate arguments, draw conclusions and proactively propose solutions.
- You have strong communication skills to clearly convey messages and explore diverse points of view.
- You build trusting relationships and provide guidance to support the development of colleagues.

To join our team:

- You have 3-5 years of experience in business ideally in federal or provincial government or legislature, political party or corporate government relations function.
- You have a post-secondary degree in Political Science, Public Administration, or Communications.
- Excellent understanding of Canadian political systems and public policy process, and the ability to anticipate potential impacts of public policy and regulatory changes
- Ability to monitor legislation with a potential impact to our business.
- Strong written and verbal communication skills.
- Excellent computer skills, including use of the web, Microsoft Office Suite, Databasics, Adobe InDesign, Adobe Photoshop, Adobe Acrobat.

What you need to know:

- You will travel occasionally.
- You will be subject to a Background check as a condition of employment, in the event you are the successful candidate.

What's in it for you?

- Training and development opportunities to grow your career.
- Flexible work options and paid time off to support your personal and family needs.
- A holistic approach to your well-being, with physical and mental health programs and a supportive workplace culture.
- Paid volunteer days to give back to your community.
- In addition to our competitive salary and incentive programs, eligible employees also benefit from a comprehensive total rewards package including group retirement savings plans, pension and benefits (e.g., health and wellness, dental, disability and life coverage), mental health support and an employee assistance program.