

ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Position: **Public Affairs Specialist**

The Opportunity: The Ontario Chamber of Commerce (OCC) is seeking a **Public Affairs Specialist** to play a pivotal role in our advocacy efforts. As one of the organization's primary liaisons with Ontarian and Canadian government officials and agencies, the successful candidate will develop and maintain relationships with key policymakers, lead public affairs strategies for OCC initiatives, support senior leadership, and contribute to advancing advocacy and strategic priorities by supporting events, policy development, tracking and more!

Key Responsibilities:

- Foster strong, ongoing relationships with policymakers across all parties and industry leaders, advocating for the OCC's positions primarily at the provincial level of government but also federally as required.
- Lead the execution of public affairs plans for all OCC initiatives, including events, programs, reports, and more.
- Support the Senior Manager of Public Affairs, Vice President of Public Affairs, the President and CEO and other OCC spokespeople by developing briefing notes, media lines, and summary documents outlining key considerations and positions.
- Track the organization's advocacy wins and activity on the policy resolutions compendium.
- Manage the OCC's lobby registries.
- Support the execution of key advocacy events, including but not limited to the Ontario Business Advisory Council roundtables, Advocacy Day, Deputy Ministers, and Chiefs of Staff.
- Support the OCC's digital presence, including social media and web content, to engage effectively with members, stakeholders, and the public.

Qualifications & Experience:

- At least five years of experience in government relations, public affairs, communications, or a related field.
- Demonstrated knowledge of the political and media landscape in Ontario and Canada more broadly.
- Deep integrity and alignment with the OCC's values.
- Demonstrated ability to build and maintain relationships with key stakeholders, including government officials, industry leaders, and the media.
- Strong strategic thinking and problem-solving skills, with the capability to anticipate and manage risks affecting organizational reputation and advocacy efforts.
- Exceptional communication abilities, both written and verbal, with expertise in crafting messages that resonate with diverse audiences.
- Event or project management experience is considered an asset.

What We Offer

- Competitive salary and compensation package that includes life and health insurance benefits and a matching RRSP plan.
- An annual merit-based bonus plan.
- Three weeks of vacation plus office closure between Christmas and New Year's Day.
- Professional development opportunities to develop new skills through courses, training, or membership in specific areas of interest.
- Opportunities to attend and present at relevant conferences and summits.
- Opportunities to grow your public profile and develop your professional network.
- Friendly, collegial, and supportive team and work environment.
- Flexible work arrangements.

Working Arrangement

- The position is based in the OCC's office, with three in-office days per week and a hybrid work option for other days.
- The OCC's office is in downtown Toronto, with easy access to transit.
- Travel within Ontario may be required.

How to Apply

- Please send a cover letter and resume in a PDF with the subject line "Public Affairs Specialist– Your Name" to resumes@occ.ca.
- Applicants are encouraged to apply immediately and will be accepted on a rolling basis.
- Thanks to all for your interest, but only candidates who move forward in the process will be contacted. Please, no phone calls or agencies.

Salary Range: \$75,000.00 - \$85,000.00; commensurate with experience.

About Us

The Ontario Chamber of Commerce (OCC) is the indispensable partner of business and Canada's largest, most influential provincial chamber. It is an independent, non-profit advocacy and member services organization. The OCC has 60,000 members, including large multinational corporations, small-to-medium-sized enterprises, labour unions, postsecondary institutions, non-profits, associations and close to 160 chambers of commerce and boards of trade.

The OCC's mission is to convene, align and advance the interests of its members through principled policy work, value-added business services and broad engagement to drive competitiveness and sustainable, inclusive economic growth in the province.

The Ontario Chamber of Commerce is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us so that your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

Values

- **Non-Partisan:** We approach every issue and decision without bias towards any political group, ensuring our actions are based on objective evidence and support the best interests of our members and greater economy.
- **Integrity:** Our commitment to honesty and ethical conduct drives our interactions, decisions, and operations, fostering a culture of trust, transparency, and accountability.
- **Service Excellence:** We consistently strive to exceed expectations, providing outstanding value, support and solutions to our members and stakeholders, enhancing their engagement and experiences.
- **Entrepreneurial:** Embracing innovation and creativity, we proactively seek new opportunities, adapt to changing landscapes, and champion bold ideas to drive growth and progress.
- **Inclusive:** We embrace diversity in all forms, ensuring that all voices are heard, respected, and valued, creating an environment of belonging, collaboration, equity, and mutual understanding.

