

Ontario Chamber of Commerce Job Posting

Job Title: Specialist, Policy & Public Affairs

Location: 180 Dundas St. West, Toronto (working remotely during pandemic)

Reports to: Senior Managers, Policy and Public Affairs

Nature of position: Full time, permanent

Salary: Competitive salary with benefits and vacation

About the Ontario Chamber of Commerce: The Ontario Chamber of Commerce (OCC) is a not-for-profit business advocacy organization representing approximately 60,000 businesses of all sizes, in all sectors, and from every region of the province.

About the role: The OCC is seeking a dynamic individual to support the work of our Policy and Public Affairs teams. The role requires a clear understanding of Ontario politics and the public policy priorities of Ontario's business community. The Policy & Public Affairs Specialist will contribute to the research, development, and communication of non-partisan public policy positions that reflect the interests and needs of our members. This individual will engage in a variety of policy, advocacy, government affairs, and communications activities.

In doing so, this individual will help the OCC deliver tangible results and maintain productive relationships with businesses, government, media, and other stakeholders. The position would be well-suited to a multi-faceted, versatile, ambitious, and collaborative individual in the early-to-mid stages of their career.

Qualifications

- Master's degree or post-secondary education in public policy, political science, public affairs, government relations, public relations/communications, or a similar area of study.
- Minimum two (2) years experience of related, professional experience (internships and co-ops included).
- Experience liaising with government stakeholders and supporting committees/working groups is an asset.
- Ability to understand, synthesize, and clearly communicate complex public policy information.
- Outstanding research and writing skills.
- Exceptionally strong work ethic, with strong time management and organizational skills.
- Excellent interpersonal skills.
- Demonstrated understanding of broad portfolio of issues of importance to the Ontario business community and up-to-date on relevant news of the day.
- Business development acumen is an asset.

Duties and Responsibilities

- Research and draft policy submissions, letters, and other policy documents, including timely responses to emerging issues.
- Contribute to the development of official OCC policy positions.

- Perform administrative tasks to support the work of the Policy and Public Affairs teams (including helping organize events and webinars, update trackers, draft advocacy wins, arrange meetings, coordinate with government staff, update the OCC's website and social channels, and support the activities of the OCC's various Policy & Advocacy Councils).
- Prepare news releases, social media posts, op-eds, blog posts, and other public-facing policy products (such as the Policy Report Card).
- Oversee reporting of the OCC's metrics around our communications and policy work (i.e., social, web, hansard, etc.).
- Foster constructive relationships with government representatives, OCC members, and other external stakeholders.
- Lead stakeholder consultations in both group and one-on-one settings.
- Work collaboratively with all OCC staff and departments.
- Other duties as needed.

Normally, some travel within Ontario is required, however, at this time, no travel is expected of OCC employees due to COVID-19 restrictions.

Please send a resume and a cover letter with the subject line "Policy and Public Affairs Specialist" to Claudia Dessanti (claudiadessanti@occ.ca) by June 11, 2021.

The Ontario Chamber of Commerce is an equal opportunity employer and provides employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.