EDMONTON CHAMBER OF COMMERCE

#600 World Trade Centre - 9990 Jasper Avenue
Edmonton, Alberta, Canada, T5J 1P7
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Treaty 6/Métis Territory

edmontonchamber.com

Government Relations Intern

Reports to: Matthew Yanish
Location: World Trade Centre Edmonton
Position Type: Internship, In Person
Hourly Wage: $20.00

To apply, please submit a cover letter and a resume to Jill Kaufman, jkaufman@edmontonchamber.com.

Position Summary

The Edmonton Chamber of Commerce is seeking a Government Relations Intern to support its advocacy and policy work. This entry-level position provides hands-on experience in research, writing, and stakeholder coordination within a business policy environment. The role is suited for recent graduates or early-career professionals interested in government relations, policy development, and public affairs.

Primary Purpose

Provide research, administrative, and coordination support to the Policy & Government Relations team. Assist in preparing materials, tracking policy issues, and facilitating communication between Chamber staff, members, and government stakeholders.

Key Responsibilities

- Monitor municipal, provincial, and federal policy developments relevant to Edmonton's business community.
- Conduct basic policy and statistical research to support position papers and advocacy initiatives.
- Draft briefing notes, meeting summaries, correspondence, and background materials.
- Support the planning and delivery of policy committee meetings, including agendas, minutes, and logistics.
- Coordinate meeting invitations, prepare presentation materials, and maintain organized records.
- Assist with member and stakeholder outreach to gather input on policy issues.
- Track tasks, issues, and correspondence to ensure timely follow-up and documentation.

Required Qualifications

- Diploma or degree (completed or in progress) in Public Policy, Political Science, Economics, Business, or a related field.
- Strong written and verbal communication skills.
- Ability to analyze information and summarize findings clearly.

- Proficiency with Microsoft Office or Google Workspace and comfort with spreadsheets and charts.
- Strong organizational skills, accuracy, and attention to detail.
- Ability to work independently and within a team in a fast-paced environment.

Preferred Qualifications

- Prior experience in policy, research, or government relations through coursework, co-op, or internship.
- Familiarity with government processes, economic data, and basic research methods.
- Experience preparing meeting materials and recording minutes.
- Knowledge of CRM or project management software is an asset.

Work Requirements and Environment

- Represent the Edmonton Chamber of Commerce in a professional, non-partisan manner.
- Assist with Chamber meetings and events, including occasional after-hours commitments.
- Maintain confidentiality and uphold the Chamber's values while supporting member-driven policy priorities.

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