

## Policy and Government Relations Coordinator

## Edmonton Chamber of Commerce Position Summary

The Policy and Government Relations Coordinator is a key member of the Edmonton Chamber of Commerce (ECC), playing a critical role in shaping impactful policies, coordinating advocacy efforts, and fostering meaningful engagement with government and business stakeholders.

Reporting to the Director of Policy and Government Relations, the Policy and Government Relations Coordinator is a proactive and integral member of the three-person team. This role proactively identifies policy issues and opportunities, conducts complex research and analysis, and provides strategic advice to the Director. This position will significantly contribute to advocacy and communications efforts, government outreach and engagement, coordinate policy committee meetings, and handle administrative tasks to ensure the team's objectives are successfully achieved.

## Key Responsibilities

## Policy and Research Analysis

- Proactively monitor and analyze legislative processes, current affairs, and policy decisions at all levels of government to assess their impact on the Edmonton business community.
- Prepare a range of policy-related documents, including but not limited to backgrounders, briefing notes, policy briefs, policy resolutions, and government submissions that address business challenges and opportunities.
- Conduct primary and secondary research, including survey administration, legislative reviews and economic data analysis, to assess the impact of government policies on the Edmonton business environment.
- Design and administer surveys, prepare detailed reports and presentations, and provide timely updates on government announcements and industry developments.
- Coordinate the development, review, and approval of policy resolutions for the Edmonton Chamber of Commerce, Alberta Chamber of Commerce, and Canadian Chamber of Commerce.

## Advocacy and Communications

- Support the planning and execution of advocacy efforts, such as drafting advocacy plans and materials, and organizing roundtables, forums, and town halls with government officials and business leaders.
- Write clear and engaging content for newsletters, social media, and public-facing materials on policy-related topics, in collaboration with the Policy and Government Relations as well as Communications and Public Relations teams.

- Prepare various communication products, such as presentations, speaking notes, questions and answers, and key messages to support ECC's senior leadership team.
- Liaise with chamber members and staff to understand business issues and ensure consistent messaging across all policy and advocacy initiatives.
- Contribute to ECC's advocacy efforts by preparing briefing notes, public statements, government letters, open letters, government submissions, and other advocacy-related materials.

## Government Outreach and Engagement

- Support the Director, Policy and Government Relations, in developing and implementing government outreach plans.
- Support the planning and execution of advocacy efforts such as roundtables, forums, and town halls featuring government officials and business leaders.
- Prepare materials to support senior leadership team member meetings with government officials, such as briefing notes, backgrounders, one-pagers, etc.
- Coordinate, participate, and follow up on action items from meetings and events with elected officials, public servants, and community leaders to advance ECC's policy objectives.
- Assist in managing relationships with key government stakeholders, including tracking and reporting on their announcements, priorities, and engagements.

## Committee and Administrative Support

- Organize and facilitate policy committee meetings, including preparing agendas and recording minutes.
- Track and manage action items arising from committee discussions to ensure timely follow-up.
- Maintain records of policy-related activities and documentation for internal reference.
- Coordinate logistics and materials for policy-related projects and initiatives.
- Provide administrative support for special projects, including stakeholder engagement efforts.

## Qualifications and Requirements

- Bachelor's degree in political science, public affairs, public policy, economics, business administration, or a related field.
- A minimum of 2 years of experience in policy analysis, advocacy, government relations, or in provincial/federal government.
- Strong knowledge of public policy development, political trends, and legislative processes.
- Exceptional communication skills (verbal and written), with the ability to present complex issues concisely and persuasively.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Strong analytical and problem-solving skills, with attention to detail and ability to manage multiple priorities in a fast-paced environment.



- ## Additional Details

- ECC is committed to fostering an inclusive and diverse workplace. We encourage individuals of all backgrounds, including Indigenous Peoples, persons with disabilities, and members of the LGBTQ2S+ community, to apply.

## Christopher Martin

Edmonton Chamber of Commerce

## About the Edmonton Chamber of Commerce

For 135 years, the Edmonton Chamber of Commerce has championed growth, innovation, and profitability in Edmonton's business community. Representing members ranging from small businesses to large enterprises across all sectors, we advocate for their interests at all levels of government, fostering a thriving and sustainable business environment. Our strategic partnerships and innovative services empower businesses to succeed and contribute to Edmonton's prosperity. To learn more visit

[www.edmontonchamber.com/about](http://www.edmontonchamber.com/about)