

## Policy and Government Relations Advisor

### Edmonton Chamber of Commerce Position Summary

The Policy and Government Relations Advisor 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.



