



POSITION DESCRIPTION

Position: Manager, Government Relations

Accountability: Director, Government Relations

Salary Range: \$60,000 - \$75,000

Position Summary

The Manager is responsible for oversight of assigned files within the Policy & Issue Management area as assigned and works collaboratively with CPMA's committees, government, membership, stakeholders and other Association staff.

Position Responsibilities

- Develop strategies with the Director, Government Relations for various targeted government ministries and programs (municipal, provincial, federal and regional industry groups where appropriate) in association with assigned files.
- Manage and/or support assigned files including: trade and labour, industry efficiencies, test markets, grade & container standards, plant health, production technologies and other files as assigned.
- Through industry consultation, contribute to the development of CPMA positions on files of responsibility.
- Liaison with necessary government departments as required to address the areas within the Manager's responsibilities.
- Support advocacy events and activities as directed.
- Position CPMA as a trusted advisor and informed partner with government officials and industry colleagues in files of responsibility.
- Represent CPMA on external government, industry and related committees, as appropriate.
- Support advocacy activities as directed.
- Support CPMA committees, working groups and task forces within the assigned areas of responsibility.
- Monitor news media and government sources for potential impacts in files of responsibility.
- Work with Director to develop and manage budgets for areas of responsibility.
- Work with the marketing and communications staff in areas related to the Manager's expertise.

Other

- Work with appropriate staff to manage and communicate national industry responses relative to the areas of responsibility.
- Ensure CPMA's website content is kept current on the areas of responsibility.
- Attend various conventions and meetings of the industry and make presentations on behalf of the Association on related areas and participate where required.
- Prepare annual and semi-annual reports for the Board outlining issues and status.
- Support CPMA projects as requested.
- Other duties as assigned.

Languages:

- Fluently bilingual (English and French writing skills essential).

Skills and Capabilities

- University or college degree in related field.
- Sound political judgement.
- Detail oriented.
- Relevant experience in file management would be an asset.
- Strong interpersonal and communications skills, including writing, editing and tailoring materials for a variety of audiences.
- Strong computer and social media literacy.