



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 files within the Policy & Issue Management area as assigned and works collaboratively with CPMA's committees and membership, government representatives, stakeholders and partners, and other Association staff. The Manager will help deliver on our government relations strategies and will engage with federal elected officials and government departments in advocating for the needs of the fresh fruit and vegetable supply chain.

The successful candidate will demonstrate strong written and oral communication skills, analysis and initiative in problem solving. Applicants should have strong abilities in work planning, as well as the ability to work independently while thriving in a collaborative environment. The Manager has an understanding of federal government operations and a demonstrated ability to interact with members, allied stakeholders and government and elected officials.

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, labelling, grade, plant health, production technologies and other files as assigned.
- Monitor news media, government and Parliamentary sources for potential impacts to CPMA's membership.
- Undertake background research, analysis, and industry consultation necessary to develop position and policy statements on relevant issues of impact to CPMA members, including in response to government policy and regulatory proposals.
- Build and maintain relationships with the offices of elected officials across all political parties.
- Liaise with necessary government departments as required to address the areas within the Manager's responsibilities and 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 assigned.
- Work with the Director to support the organization and delivery of advocacy events and activities as directed, including annual lobbying events on Parliament Hill.

- Support CPMA committees, working groups and task forces within the assigned areas of responsibility.
- Work with the appropriate staff to develop content and support distribution of monthly newsletter for Parliamentarians and GR Community.
- Work with the marketing and communications staff to develop member communications in areas related to the Manager's files of responsibility.

Other

- Work with appropriate staff to manage and communicate national industry responses relative to the areas of responsibility.
- Ensure CPMA's website content and relevant member resources are kept current in the Manager's areas of responsibility.
- Attend various conventions and meetings of the industry and make presentations on behalf of the Association on related areas where required.
- Prepare annual and semi-annual reports for the CPMA Board outlining issues of focus and their status.
- Work with Director to develop budgets for areas of responsibility.
- Support CPMA projects as requested, including the annual CPMA Convention and Trade Show.
- Other duties as assigned.

Languages:

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

Skills and Capabilities

- University or college degree in related field.
- 1-3 years experience in government relations, public policy, trade association/not-for-profit association or similar.
- Agriculture experience and/or background in relevant file areas would be an asset.
- Understanding of federal government operations and sound political judgement.
- Detail oriented with ability to effectively manage multiple tasks in a fast-moving environment.
- Strong interpersonal and communications skills, including writing, editing and tailoring materials for a variety of audiences.
- Strong computer and social media literacy, including experience using the Microsoft Office suite.
- Ability to travel domestically and internationally, as required.