



Government Relations Specialist (1-year Contract)

The [Council of Ontario Universities \(COU\)](http://www.cou.ca) invites applications for the position of Government Relations Specialist.

Representing the collective interests of Ontario's publicly-assisted universities, the Council of Ontario Universities (COU, www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

This is a 12-month contract position which is expected to begin late-July 2022. Salary range is \$56,700-63,000/year plus benefits package (remuneration commensurate to relevant skills and experience).

Working within the Public Affairs team, and reporting to the Director, Government and Stakeholder Relations, the Government Relations Specialist works closely with colleagues and COU members to advance the interests of Ontario's universities with government, political parties and key external stakeholders through relationship building, direct advocacy, and informing COU's broader communications and policy agenda. COU offers a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District.

Responsibilities:

- Supports the development and refinement of COUs advocacy strategy by developing and maintaining a government correspondence strategy, helping to identify emerging issues, trends and opportunities for the sector by monitoring government announcements, question period, bills and proceedings at Queen's Park, and by identifying opportunities to position universities as thought leaders by monitoring stakeholder activities, events and reports.
- Coordinates all government relations events; leads the planning and coordination, including selection of venue and appropriate vendors, negotiation of contracts, event flow and sequence development, coordination of speakers and speaking notes, on-site event management, and post-event follow-up.
- Prepares briefing notes, backgrounders, research materials.
- Monitors external stakeholders' activities and assists in securing meetings with MPPs, government officials, and other stakeholders.
- Serves as secretary for the Government Relations Officers, supporting an established Community of Practice, and other government relations related meetings, including coordinating with the Chair and Vice-Chair, scheduling all meetings, preparing agendas, reporting on opportunities, issues, and roadblocks, taking and distributing meeting notes, and following up on action items.

Education:

- A bachelor's degree in a related field (e.g. communications, public relations, political science, public administration, business, etc.). A graduate degree is an asset.

Experience/Skills:

- Minimum three to five years' of increasingly responsible work experience, preferably in a university, membership organization, or political setting.
- Experience working in strategic communications, public relations, or marketing, preferably in a public sector or not-for-profit environment.

- Experience in stakeholder relations and management.
- Strong interpersonal skills are essential, including the ability to write clearly, communicate effectively verbally, and synthesize and report on committee discussions.
- Experience supporting and coordinating cross-functional project teams.
- Experience working with senior executives and a diverse range of partners at various levels.
- Experience managing vendor and contractor relationships, including contract negotiation and monitoring deliverables.
- Experience managing a project budget and ensuring results are delivered within budget.
- A precise attention to detail, with the ability to see the big picture and manage component parts of a project within a larger context.
- Proven ability to work in a fast-paced environment; adaptable and responsive to shifting priorities.
- Event coordination experience is an asset.
- Knowledge and experience of the postsecondary education system in Ontario is an asset.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to PARRecruit@cou.ca.

Application Deadline: 5:00pm EST July 15, 2022.

Information regarding COU is available at www.cou.ca.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.