

JOB DESCRIPTION

Government Relations Associate, Lobbyist

Under the supervision of the Director of Government Relations all Associates will:

- Develop and implement ongoing government relations plans for 4-7 clients, depending on the amount of work under contract
- Develop and implement specific project plans for clients on an as needed basis
- Attract and retain new clients to the firm
- Organize and facilitate meetings and events for clients as well as the firm
- Monitor and research legislative debates, emerging issues, policy/regulation changes and relevant funding envelopes
- Develop effective proposals and submissions for clients including, but not limited to, briefing notes, alerts, correspondence, and memos
- Make written submissions to our bi-weekly newsletter, The News containing stories from legislation and policy, committee debates, the civil service, as well as profiles of political influencers, party updates and events
- Train clients in lobbying and build their capacity in other areas as required
- Provide strategic counsel, political audits and troubleshooting for clients
- Attend weekly lobby team meetings and assist other lobby team members with clients
- Other duties as assigned

Qualifications

- Good rapport with the Government of Alberta
 - A strong moral compass
 - Ability to critically and constructively engage in government relations work on behalf of a wide variety of clients including: Associations, small & large businesses, unions, municipalities, colleges and not-for-profits
 - Strong knowledge of Alberta's current political culture, history, and legislative process
 - Knowledge of Canadian political affairs would be an asset
 - University education in political science or another related field (Master's degree an asset)
 - Experience in client management
 - Excellent written and oral communication skills including public speaking & presentations
 - Experience in media relations would be an asset
 - Excellent organizational and time management skills
 - Flexibility to work in an environment of quickly changing priorities
 - Ability to work both independently and as part of a team
 - Driver's license would be an asset though no car is required
 - Proficiency in written and spoken English required
 - Bilingualism or Multilingualism would be an asset
- Applicants with more junior experience may be considered for an alternative position with less supervisory/client management responsibilities.

To Apply: Please submit cover letter and resume to Director of Government Relations, Pascal Ryffel (pr@albertacounsel.com).