



Canadian
Electricity
Association

Association
canadienne
de l'électricité

Government Relations Officer (12 Month Contract)

The Association

The Canadian Electricity Association is the voice for safe, secure, and sustainable electricity. Working together, Canadian electricity utilities and companies that provide products and services to the electricity sector ensure Canadian electricity is some of the cleanest in the world. CEA's corporate values are the following: we value our Members, our Team, Excellence, Leadership, and Innovation.

The Position

Reporting to the Vice President, Government Relations and working closely with the Government Relations (GR) and Generation Council teams, the Government Relations Officer is critical to CEA's success. The Officer will expand CEA's outreach capacity by drafting, formatting and editing correspondence to be sent to elected officials, senior bureaucrats and thought leaders.

The Officer will assist in research and in the drafting of high-level messaging, including for CEA's US affairs program and for the environment and electricity generation policy development process. They will ensure that external meetings and events, including virtual ones, are well organized, contact lists are kept up to date, and proper Lobby Act documentation is filed in a timely manner.

The ideal candidate is an excellent writer with an eye for detail. Bilingualism is a strong asset. The candidate must be organized, efficient and independent, but must also be willing to speak up with clarifying questions or ideas for improving processes, outputs or strategies in support of broader CEA objectives.

Key Responsibilities

- Regular preparation of Association correspondence, both routine and atypical correspondence from CEA to various government officials, senior bureaucrats, and thought leaders.
- Schedule external GR meetings, assist with the development of meeting materials, and ensure that agendas and materials are shared in a timely fashion. Assist with in-person and virtual targeted meetings, conferences, and other related events and initiatives, as required.
- Assist in developing CEA responses to a dynamic set of fast-moving circumstances flowing from federal legislation, regulation, and policy, including monitoring and analyzing notable federal announcements, reports, key meetings, parliamentary committees, and house and senate proceedings.
- Maintain the GR team contact database, file sharing system, mailing lists and meeting trackers.
- Ensure that CEA's Lobby Act reporting is accurate and completed on time.
- Perform various tasks in support of broader GR program services, projects and events, including those administrative in nature, as requested by the Government Relations Team.
- Will also be required to take on various files within the GR program, as necessary in order to increase the capacity of the team.





Qualifications

- University degree and/or equivalent experience in a comparable field.
- Minimum 1-year experience working in government, industry or a trade association.
- Strong writing, editing and formatting skills.
- Advanced working knowledge of Microsoft Office suite of products (Word, Outlook, Excel, PowerPoint), and familiarity with virtual conferencing and meeting platforms.
- Previous work experience on Parliament Hill with knowledge of the government and the federal legislative process is an asset.
- Ability to work independently.
- Organized and detail-oriented.
- No restrictions on lobbying under the *The Lobbying Act*.
- French/English bilingualism

Relevant correspondence (including résumés) can be directed to careers@electricity.ca. Candidates will be considered as applications are received. We thank all candidates who apply, however, only those selected for an interview will be contacted.

CEA is an equal opportunity employer. We are committed to maintaining inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted in relation to this or any other job opportunity or testing, please advise a representative in a timely manner of the accommodation measures which are required in order to enable you to be assessed in a fair and equitable manner. All information received relating to accommodation measures will remain confidential. Please note that we will not automatically consult accommodation requests from prior selection processes.

