



About the Greater Vancouver Board of Trade

Since its inception in 1887, the Greater Vancouver Board of Trade has been recognized as Pacific Canada's leading business association, engaging members to positively impact public policy at all levels of government and to succeed and prosper in the global economy. With a membership whose employees comprise one-third of B.C.'s workforce, we are the largest business association between Victoria and Toronto. We leverage this collective strength, facilitating networking opportunities, and providing professional development through our unique programs. In addition, we operate one of the largest events businesses in the country, providing a platform for national and international business and thought leaders to further enlighten B.C.'s business leaders.

Position Description, Policy Analyst

As a member of the public policy team, the policy analyst will develop sound, actionable, and evidence-based policy positions which promote the goals of the Greater Vancouver Board of Trade and its more than 5,000 Member businesses. You will contribute to our organization's advocacy and thought leadership efforts by identifying policy priorities, preparing policy positions and documents, and developing external relationships.

Reporting directly to the Manager, Public Policy and Stakeholder Relations, the Policy Analyst will support the Greater Vancouver Board of Trade's Member volunteer policy committees and other external stakeholder relations. Additionally, you will be called upon to design content for our high-profile events and forums based on matters of important public policy.

To be successful in this position you must have a strong passion for public policy development and how it impacts the business and economic well-being of the Greater Vancouver region, excellent verbal and written communication skills, be results oriented and have the demonstrated ability to effectively prioritize workflow in a fluid environment. You must be an enthusiastic self-starter, collaborative, and capable of quickly shifting gears from necessary administrative tasks to facilitating strategic conversations. You also must be comfortable working in a fast-paced environment that will put you at the epicentre of Greater Vancouver's business community.

If this sounds like you, please read on.

Duties and Responsibilities

- Resource and support the Greater Vancouver Board of Trade's volunteer policy committees, including the monitoring and management of the committee roster and meeting materials (i.e., creating agendas, taking minutes, etc.).
- Engage in consultations with internal and external stakeholders including policy committees, member businesses, and government officials.
- Research and development of policy position papers, briefing notes, correspondence to government, submissions, and other reports to move forward the priorities of the Greater Vancouver Board of Trade and its members.
- Monitor and keep current with the policy landscape across all levels of government.
- Liaise with the Events and Sponsorship departments to build content for Policy Forums and to ensure alignment of programming with organizational policy objectives.



Qualifications

- 3-5 years of relevant public policy, research, and/or advocacy experience.
- Minimum of an undergraduate degree in political science, public policy, economics, or related field. A graduate degree would be an asset.
- Relevant understanding and experience engaging directly with government officials, especially at the local level, is preferred.

Required Skills

- Demonstrated qualitative and quantitative research and report writing abilities. An exceptional ability to write for diverse audiences and communicate complex business or policy concepts in a succinct and engaging manner, as well as strong editing and proofreading capabilities.
- Experience developing and managing complex stakeholder relationships, and the ability to work with volunteers and various stakeholders ranging from colleagues and business partners to board members and outside organizations.
- Organized, detail-oriented, and skilled at time management and balancing multiple tasks.
- Strong interpersonal skills, high level of professionalism, discretion, speed, accuracy, and dedication.
- Resourceful, with the ability to prioritize, anticipate needs, multitask, and meet deadlines with minimal supervision.
- Demonstrated use of critical thinking and problem-solving in a changing environment. Strong troubleshooting skills an asset, as well as the ability to make decisions quickly, behind the scenes to keep meetings and other events running smoothly and appropriately.
- Capacity to work well under pressure, stays even-keeled in potentially stressful situations.
- A detailed and current understanding of public policy related to business, current events, and the relationships between local businesses, the economy, and government.
- Understanding of the machinery of government and politics at the local, provincial, and/or national levels.
- Familiarity with the Greater Vancouver economic and business landscape, and major policy issues relevant to the local business community.
- Solid MS Office skills (Word, Excel, Outlook, and PowerPoint) to prepare correspondence reports, and presentations.

This is a full-time position located in downtown Vancouver. The successful candidate will need to maintain a flexible schedule in order to participate in events and attend committee meetings that can occur during early mornings, evenings, and weekends. Compensation and title are commensurate with demonstrated experience.

If this still sounds like you, please apply by submitting a cover letter, specifically including your salary expectations, and a resume to careers@boardoftrade.com.