

## **ADVOCACY, POLICY AND RESEARCH SUPPORT SPECIALIST**

The Railway Association of Canada (RAC) is the national industry association representing close to 60 freight and passenger railway companies – railways that transport millions of passengers and approximately \$380 billion worth of goods across our country each year – as well as a growing number of industrial railways and railway supply companies as associate members.

Canada's railways power our economy and move Canada. RAC's mission is to educate and collaborate with members, governments, and communities to ensure that Canada's rail sector is recognized as one of the safest, most competitive, and sustainable in the world, and as playing a critical role in our lives and our economy.

The Railway Association of Canada (RAC) is looking to fill the position of **Advocacy, Policy and Research Support Specialist**.

Reporting to RAC's Vice President Public and Government Affairs and working in a team environment, you will support the government and external relations, advocacy, and policy activities of the Association.

As an ideal candidate, you will have strong research, writing and communication skills, knowledge of government at the federal and provincial levels, including understanding of parliamentary processes.

Interested and qualified candidates are invited to submit their resume in confidence by **June 28, 2024** to [skazaka@railcan.ca](mailto:skazaka@railcan.ca) with a covering letter describing their interest and suitability for the position.

The Railway Association of Canada is an equal opportunity employer committed to the principles of employment equity and inclusion. We welcome applications from all qualified individuals.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

## **THE RAILWAY ASSOCIATION OF CANADA** **POSITION GUIDE**

### ***ADVOCACY, POLICY AND RESEARCH SUPPORT SPECIALIST***

#### **PURPOSE/ OBJECTIVE**

The Advocacy, Policy and Research Support Specialist will support the government and external relations, advocacy, and policy activities of the Association.

The incumbent will liaise with a network of contacts (internal and external) to proactively develop, coordinate, and carry out advocacy plans that protect and advance the interests of the railway industry as well as achieve increased knowledge and communication between the RAC, government officials (elected and appointed) and other external stakeholders.

#### **KEY ACCOUNTABILITIES**

1. Support the Public and Government Affairs team and assist in the efforts of members to influence federal and provincial government policies, programs, legislation, and regulations that are of interest to the railway industry.
2. Support advocacy, policy, and research in the development of policy positions and submissions.
3. Monitor and analyze parliamentary, government and political party developments and identify issues of interest to RAC's members and facilitate member dialogue and input.
4. Maintain a comprehensive list of MPs, positions and contacts and be responsible for the RAC's lobby registration activities.
5. Organize meetings with Members of Parliament, ministers, key political staff, and officials and maintain contact and follow-ups as required.
6. Assist in the coordination and execution of advocacy events in Ottawa and other provincial capitals as they are conducted from time to time, including RAC's Annual conference, which brings government and industry together, as well as other meetings, events, and workshops to advance our advocacy.
7. Assist in organizing and preparing for representations on behalf of RAC to the federal Rail Caucus, parliamentary or senate committees, selected government officials and other stakeholders on specific issues to seek amendments to proposed or existing policies, legislation and regulations.
8. Support the RAC team in executing an outreach plan at provincial and federal levels and maintain a system (Borealis) to track stakeholder engagement.
9. Support the President and CEO, as well as the Vice-President, Public and Government Affairs in various advocacy and outreach activities.

## **POSITION REQUIREMENTS**

- University degree, with emphasis in public policy administration, political science, business, or economics;
- 1-2 years' experience as a political staff member, and/or in government relations or corporate communications;
- Strong research, analytical and monitoring skills;
- Strong writing and communication skills;
- Knowledge of government at the federal and provincial levels, including understanding of parliamentary processes;
- Ability to learn quickly and communicate the salient points of an argument in a consistent and convincing manner;
- Experience in contact management or stakeholder engagement software would be an asset;
- Experience within an industry association would be an asset;
- Fluency in English and French (written, verbal) is required.

## **WORKING CONDITIONS**

- Office environment;
- Some travel required upon occasion;
- Manage multiple activities against timelines.