

Consultant – Communication and Government Relations

Location: Toronto or Ottawa

Type: Full-Time | 40 hours per week | Hybrid

Application Deadline: August 1, 2024

About The Role

Are you passionate about current affairs and keen to dive into the world of strategic communication and government relations? In this role, you will support communication and government relations efforts across a variety of sectors and clients. The ideal applicant will be an excellent writer, possess a foundational understanding of Canadian politics (local, provincial, federal) and its policy decision-making processes, and have a knack for keeping up with current events and thrive in a fast-paced environment. Tact, initiative and excellent judgement are a must.

This is a position where candidates must have a minimum five years of relevant experience. Candidates must be able to work on-site in either Toronto or Ottawa at least three days a week.

Your responsibilities will include, but may not be limited to:

- **Client Support:** Assist client leads on communication and government relations files across several sectors and mandates;
- **Monitoring and Issues Tracking:** Track, report and analyze current affairs, industry and political news, government legislation, and regulations;
- **Media Relations & Content Creation:** Write and edit meeting notes, briefing notes, press releases, key messages, social media content, stakeholder maps, policy analyses, and other documents;
- **Research:** Conducting research and preparing client and team briefings for meetings and government submissions; and
- **Advocacy Support:** Supporting in the development of government relations and public advocacy campaigns, including scheduling and coordinating meetings and client site tours with politicians, government officials, and political staff.

Qualifications

- University degree or diploma in a relevant field (e.g., communications, public relations, political science) or equivalent combination of education and experience.
- Exceptional writing, editing and problem-solving skills.
- Strong understanding of Canadian government and politics.
- Strong understanding of communications and media.
- Effective interpersonal and communication skills.
- Sound judgement, tact and discretion when dealing with clients, government and media.
- Analytical, organization and time management skills.

- Experience with media monitoring software, such as Meltwater, Cision or Muckrack is considered an asset.

About Us

Loyalist Public Affairs is a boutique government relations and strategic communication firm with offices in Ottawa and Toronto. Loyalist provides leading counsel and support on a variety of complex public policy issues. Members of the Loyalist team bring to each client mandate not only unique individual experience, but a collective approach that places hard work and added value as its core principles.

Team members have extensive knowledge and expertise in a range of areas including technology, energy, environment, labour, gaming, health care, small business, and land development.

<https://www.loyalistpublicaffairs.ca/>

Please submit your cover letter and resume to dan@loyalistpublicaffairs.ca