



## **COORDINATOR, ADVOCACY AND PARTNERSHIPS (BILINGUAL)**

**Remote position**

### **WHO ARE WE AND WHAT DO WE DO?**

Co-operatives and Mutuels Canada's purpose, informed by its members, is to promote and provide leadership for the co-operative movement, engaging at the federal and international level for the advancement of the sector in Canada.

### **POSITION OVERVIEW**

Co-operatives and Mutuels Canada (CMC) is looking for a person for the position of Coordinator, Advocacy and Partnerships. The individual will be dedicated, results oriented and will support CMC activities related to government relations, advocacy and partnerships. This position reports to the Director, Advocacy and Partnerships.

### **KEY RESPONSIBILITIES:**

- Support the Director, Representation and Partnerships in developing and implementing strategies and initiatives.
- Organize meetings and manage correspondence with elected officials, senators, senior civil servants and other executives, mainly at the federal level.
- Monitor government sources to identify announcements, potential changes, trends and deadlines, as well as outreach and funding opportunities, so that CMC can respond effectively and inform its members and partners.
- Manage strategic engagement lists for the House of Commons, Senate and civil servants.
- Build strong collaborative relationships with federal government officials and other stakeholders, networks and groups.

- Support efforts to align, complement and fund CMC strategies and positions. Participate in the preparation of briefing materials and presentations to support advocacy and partnership efforts.
- Collaborate with CMC staff, CMC members and external stakeholders to advance issues.
- Participate in the preparation of occasional one-off events.
- Provide administrative support through proofreading of submissions, preparation of meetings, etc.
- Coordinate official correspondence with elected officials and maintain standardized formats and reports.
- Coordinate and support the government relations peer network within the co-operative and mutual sector.
- Participate in collaborative advocacy initiatives with partner organizations.
- Track tasks and follow-up for projects and other deliverables.
- Contribute directly to the overall team effort by achieving related results as needed.

## **DESIRED KNOWLEDGE, SKILLS and ABILITIES**

- Organized, efficient and motivated to contribute to CMC's mission
- Fluency in written and spoken English and French is required.
- Critical thinker, confident and with a willingness to take initiative and work independently.
- Strong interpersonal skills.
- Excellent oral and written skills, including the ability to build professional relationships with a wide range of stakeholders (members, researchers, partners, government etc.).
- Ability to respond strategically and constructively to stakeholder needs in a diplomatic manner while respecting diverse perspectives and priorities. Knowledge of Microsoft Office tools with emphasis on Outlook, Word, Excel and PowerPoint.
- Ability to prioritize tasks and meet deadlines.
- Great attention to detail.
- Ability to manage and prioritize competing demands.
- Ability to exercise good judgment, discretion, tact and diplomacy.
- Professional, friendly, personable and able to establish harmonious working

relationships with colleagues, external clients, suppliers and the general public.

- Post-secondary studies in political science, human and social sciences or communications are an asset.
- Practical experience in the political sphere is an asset.
- Knowledge and experience in the co-operative and mutualist sector an asset.
- Experience using databases, such as a CRM, is an asset.
- Experience using collaboration tools, such as SharePoint or Google Drive, is an asset.

## **SUPERVISORY RESPONSIBILITIES**

- N / A

## **WORKING CONDITIONS**

- Limited travel is required — primarily within Canada
- Weekend and evening work may be required during peak periods and when travelling.
- Work from home with equipment provided
- 35 hours per week
- Proof of vaccination may be required.

## **COMPENSATION AND BENEFITS**

- Salary: \$49,218 to \$66,643 (Depending on experience and qualifications)
- Vacation: 3 weeks + paid office closure between Christmas and New Years
- Benefits: Competitive package
- Pension: Defined Contribution Pension Plan.

Closing Date: 11 March, 2022 or Until filled