**Manager, Government Affairs, Canada**

The **Air Line Pilots Association, International (ALPA)**, the largest airline pilot union in the world and the largest non-governmental aviation safety organization in the world seeks an experienced **Manager, Government Affairs, Canada** for our Ottawa, ON office. In support of the largest airline pilot union in the world and the largest non-governmental aviation safety organization in the world (representing more than 78,000 pilots at 41 Canadian and U.S. airlines), they direct, monitor, and coordinate the effective and efficient utilization of the Government Affairs (GA) Department’s resources within Canada, including the development and implementation of legislative and regulatory strategies in conjunction with the Canada Board and ALPA leadership to achieve Association goals. They manage joint efforts with other departments and pilot representatives to advance ALPA’s policy goals.

They oversee the day-to-day work of a small team, working in a coordinated fashion with department management while advocating for pro-pilot legislation and regulations with decision makers in Ottawa, government agencies, and industry stakeholders to support and improve the pilot profession and aviation safety. They develop and manage the ALPA Canada government affairs program, assign work projects, and are responsible for providing effective direction on matters within the Association's Canadian advocacy portfolio. Their role is to be a management leader, developer, and strategic visionary of new and improved advocacy strategies and procedures that advance ALPA’s mission and policy priorities. Their major responsibilities include administrating the functions of the department in a manner which successfully advances Association policy in the federal arena; developing and executing legislative and policy strategy; assignment of personnel to and representing the Association at industry and government meetings; making assignments to staff for administrative matters; assisting the Director in the preparation of the department budget; preparing evaluations; and, remaining responsible for other operational and department matters. They also coordinate and work directly with the ALPA Canada Officers, Canada Board, the ALPA Canada Director, and other ALPA departments, primarily Communications, Engineering & Air Safety (E&AS), Legal, and Representation.

Success in this position requires supervisory experience, strategic vision, and the ability to communicate effectively with Parliament Hill, Canada Board, Association leadership, member volunteers, MEC Officers, and staff. Their people and communication skills with peers, members, and Officers are sound and they have demonstrated the ability to multitask on multiple projects in a fast-paced and collaborative team environment.

*Interested applicants are requested to submit online link(s) to legislative proposals, bills, and/or amendments which they have crafted and/or impacted.*

**Travel required: 10 – 40%.**

***ALPA is an equal opportunity employer that is committed to diversity and inclusion in a safe workplace. We prohibit discrimination, harassment and harmful behaviour of any kind based on race, colour, sex, religion, sexual orientation, national origin, gender identity, caste, disability, genetic information, pregnancy, or other protected characteristics, including Aboriginal peoples and visible minorities, as outlined in federal or provincial laws.  We highly value everyone and all are encouraged to apply, including minorities, veterans, and people with disabilities.***

**This position is covered by a collective bargaining agreement.**

ALPA is a member-driven, staff supported, union with two internal professional unions.

**Minimum Requirements:**

* Legally entitled to work in Canada.
* Bachelor’s degree in relevant area, e.g., Communications, Political Science, Public Policy Administration, or other related field, from an accredited college or university, master’s degree preferred; or, the equivalent combination of education and experience.
* Ten (10) years of experience in government/government relations, politics, or stakeholder/advocacy engagement experience (or any combination of the above) required.
* Experience in labour relations dealing with aviation and labour issues within the Canadian Labour Congress (CLC) strongly preferred.
* Must have experience managing staff/employees on a day-to-day basis.
* Knowledge of inter-governmental process functions strongly preferred.
* Must possess the interpersonal, managerial, and leadership skills to effect decisions in support of ALPA interests amongst aviation and labour community groups.
* Strong policy level as well as technical writing skills required.
* Ability to make presentations to elected representatives, government representatives, executives, and senior staff.
* Excellent interpersonal and communication skills, oral and written, for effective interaction with internal staff, pilots, and external contacts.
* Must be a self-starter with professional maturity and sound judgment, capable of independent decision-making.
* Must possess excellent organizational and time management skills; be able to work in a fast-paced, multi-tasking environment; and, transition easily between projects.
* Solid presentation and public speaking skills strongly preferred.
* Bilingual English and French preferred.
* Software: Microsoft Word, Excel, Outlook, and PowerPoint.

**Physical Demands:**

*Note: The physical demands described herein are characteristic of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential physical activities of this position described below.*

Constantly operates a computer/smartphone/tablet. Regularly required to maintain a stationary position; move about the office and the National Capital Region; determine what others have said or written; and, converse with others and exchange accurate information.

Regularly required to sit, stand, bend, reach, and move about the office and travel (locally, nationally, and internationally). May also include occasional bending, stooping, squatting, and/or pushing and pulling or moving, e.g., to pack, unpack, and/or move cases.

Occasionally required to move, raise, reach, and/or retrieve binders, books, boxes, and files up to ten (10) pounds (lbs.). While on travel, could be responsible to move, raise, reach, and/or retrieve luggage weighing as much as 50 lbs. (Assistance may not always be available.)

Please apply online at https://jobs-alpa.icims.com/jobs/1523/manager%2c-government-affairs%2c-canada/job

**ALPA offers competitive salaries with enhanced benefits, including:**

       27 days paid vacation and holidays per year plus 2 volunteer days per year;

       generous sick and bereavement leave;

       company-paid premiums for family supplemental health care (supplemental medical, dental, prescription, and vision for employee, spouse, and dependent children), life insurance, and long-term disability insurance;

       Education Assistance Program; and,

       Non-elective employer contributions of 13% made to individual RRSP account after 180 days of employment.

*PROJECTED ANNUAL SALARY RANGE:  CAD $179,625.00 – CAD $255,087.00*

**Relocation not provided.**