

Job Title: Government Relations Advisor

Location: Ottawa, Ontario

Reports To: Director, Policy and Regulatory Affairs

Job Type: Full-Time, Permanent

Position Summary:

We are seeking a strategic and proactive Government Relations Advisor to support advocacy and policy initiatives impacting transportation providers and the broader supply chain sector. Reporting to the Director of Policy and Regulatory Affairs, the successful candidate will support engagement with federal and provincial governments, track regulatory developments, and contribute to shaping public policy that strengthens the efficiency, competitiveness, and resilience of Canada's transportation and supply chain systems.

This is a key position for a results-driven professional who thrives in a fast-paced, policy-focused environment and is passionate about advancing the interests of supply chain and logistics service providers.

Key Responsibilities:

- Develop and execute government relations strategies aligned with organizational and sector priorities.
 - Monitor and analyze legislative, regulatory, and political developments affecting transportation, freight, customs, logistics, and trade policy.
 - Prepare policy briefs, submissions, talking points, and stakeholder correspondence on issues relevant to transportation providers and the supply chain.
 - Represent the organization in meetings with government officials, regulatory agencies, industry coalitions, and trade associations.
 - Support the Director in managing stakeholder relationships and coordinating industry-wide advocacy efforts.
 - Provide timely updates and insights to internal teams and leadership on key policy developments.
 - Maintain and grow a database of key government and industry contacts.
 - Assist in preparing responses to government consultations, committee hearings, and regulatory reviews.
 - Contribute to the organization's thought leadership by identifying emerging issues and proposing proactive policy solutions.
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- Bachelor's degree in Political Science, Public Policy, Transportation Studies, Economics, or a related discipline.
 - Minimum 3–5 years of experience in government relations, regulatory affairs, public policy, or a related field.
 - Demonstrated understanding of Canada's transportation and logistics landscape, with a focus on policy and regulatory frameworks.
 - Proven ability to build relationships with government stakeholders, political staff, and industry representatives.
 - Strong research, analytical, and communication skills—both written and verbal.
 - Experience preparing briefing materials, position statements, and government submissions.
 - Bilingualism (English/French) is considered a strong asset.
 - Knowledge of federal departments such as Transport Canada, CBSA, and Global Affairs Canada is an advantage.
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Working Conditions:

- Position based in Ottawa.
 - Occasional travel and participation in external events, industry forums, or evening meetings may be required.
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Application Process:

Interested candidates are invited to submit a cover letter and resume including salary expectations to admin@ciffa.com by June 6, 2025.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

About Ciffa:

Ciffa's membership includes freight forwarders/brokers who manage about 80% of Canada's non-commodity trade, employing every mode of transport for both domestic and import/export shipments, but also the port truckers who move freight to and from ships, the warehouses where the goods are stored and customs brokers who ensure the rapid passage of goods through the complexities of customs and security. Our associate members include air, marine, rail and truck carriers, transportation law firms and cargo insurance companies. In short, we represent the full spectrum of Canada's supply chain.