

**Position Title:** Policy Analyst

**Location:** Ottawa, ON (Hybrid)

**Reports To:** Vice President, Policy and Public Affairs

**Organization:** Hotel Association of Canada (HAC)

**Salary:** \$70-\$80K

## **ABOUT HAC**

The Hotel Association of Canada is committed to enabling the success of the Canadian hotel and lodging industry through trusted, impactful advocacy, and strong member programs.

When you join HAC, you join an energetic team of professionals who appreciate a dynamic work environment, flex hours, great benefits, and strong morale. We work hard and have fun while doing it!

HAC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We respect the dignity and independence of people with disabilities and provide accommodation and support to persons with disabilities throughout the recruitment and selection process.

### **Position Overview:**

The Policy Analyst will play a key role in developing, analyzing, and communicating public policy initiatives that support Canada's hotel industry.

This role is ideal for a policy professional who thrives in a fast-paced environment, brings sharp research and writing skills, and is passionate about driving effective advocacy outcomes.

### **Key Responsibilities:**

- Monitor legislative and regulatory developments across Canada that impact the hospitality industry.
- Conduct in-depth policy research to inform advocacy positions.
- Work with HAC research department to develop data-driven policy recommendations.
- Monitor and assess political and policy environments for opportunities and threats.
- Track trade associations and industry groups for policy updates and joint advocacy opportunities.
- Write concise advocacy materials for government audiences that support HAC's policy priorities, including: briefing notes, policy reports, consultation submissions, pre-Budget submissions, formal correspondence, one-pagers, and presentations.

- Prepare clear updates on HAC policy work for industry audiences via social media, newsletters, and blogs.
- Work closely with all HAC departments to support communications, research, and events projects that advance HAC's advocacy priorities.
- Provide organizational support in the tracking and implementation of projects and the coordination of meetings.
- Oversee Lobbyist Registry reporting and ensure related ethical and regulatory matters are monitored.

**Qualifications:**

- Bachelor's or Master's degree in Public Policy, Political Science, Economics, a related field, or equivalent experience.
- 3+ years of experience in public policy, government relations, or a similar analytical role.
- Exceptional writing and communications skills—able to craft compelling narratives and distill complex information clearly.
- Strong analytical and research capabilities with attention to detail and a strategic mindset.
- Familiarity with the Canadian political landscape and federal/provincial policy-making processes.
- Bilingualism (English/French) is an asset.

In addition, HAC is seeking an individual that demonstrates the following key characteristics:

- Self-starter; ability to manage competing demands without compromising on quality.
- Capable of adapting to and thriving in a changing landscape and with some elements of uncertainty.
- Excellent interpersonal skills, and the ability to forge and maintain internal and external relationships.
- Clear communication skills to foster teamwork and alignment across diverse stakeholders.
- Self-awareness and adaptability to understand and manage team dynamics, diverse perspectives, and feedback effectively.

- Using critical thinking to solve problems across departments and ensure individual goals align with company objectives.
- Willingness to work flexible hours, including occasional evenings and weekends.

**Why Join Us:**

This is an opportunity to influence public policy in a sector that plays a vital role in Canada's economy and communities. At HAC, you'll work in a high-impact, collaborative environment alongside industry leaders committed to driving change.

Interested applicants should send their CV and cover letter to [careers@hotelassociation.ca](mailto:careers@hotelassociation.ca) by August 1, 2025.