



## **PUBLIC AFFAIRS COORDINATOR (TEMPORARY FULL-TIME)**

### **About TECHNATION**

TECHNATION is Canada's leading technology association, representing companies across Canada's innovation ecosystem, from startups to global technology leaders. We connect industry and government, shape technology policy, foster collaboration, support workforce development, and advance Canada's global competitiveness.

TECHNATION is committed to diversity, equity, and inclusion. We encourage applications from women, Indigenous Peoples (First Nations, Inuit, and Métis), 2SLGBTQIA+ individuals, members of visible minority groups, and persons with disabilities. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

### **What We Offer**

- Collaborative and flexible work environment
- Competitive salary & benefits
- Three weeks' paid vacation

### **Position Details**

- Reports to: Executive Vice President, Public Policy
- Employment Type: Temporary Full-Time (40 hours/week)
- Term: October 2026 to October 2027
- Salary: \$65,000 to \$75,000
- Location: Ottawa (Remote)
- Occasional travel to Toronto
- Regular in-person attendance at meetings and events in Ottawa as required

### **Role Overview**

The Public Affairs Coordinator supports TECHNATION's Government Relations and Policy (GRP) team in advancing government relations, public affairs, stakeholder engagement, and advocacy initiatives that impact Canada's technology sector.

This role is ideal for someone with a strong interest in public policy, government relations, communications, and technology. The successful candidate will monitor political and policy developments, support stakeholder engagement, prepare briefing materials, coordinate meetings and events, and assist with advocacy initiatives.

The position also provides support to TECHNATION's Career Ready program through government and industry engagement activities.

## **Key Responsibilities**

- Support government relations, public affairs, and advocacy initiatives.
- Monitor political, legislative, regulatory, and policy developments affecting the technology sector.
- Prepare briefing notes, backgrounders, presentations, correspondence, and other materials.
- Support stakeholder and government engagement, including coordinating meetings, agendas, materials, notes, and follow-up.
- Assist with initiatives related to digital government, service transformation, and technology procurement.
- Coordinate events, roundtables, consultations, and stakeholder engagements.
- Maintain committee and working-group communications and action items.
- Support promotion of policy initiatives and events with the Communications & Marketing team.
- Lead the organization's lobbying registry reporting and compliance, ensuring all government meetings and lobbying activities are accurately documented, recorded and reported in a timely manner in accordance with applicable legislation and regulations.
- Support member communications and event outreach.
- Provide administrative support to the GRP team, including assist with project coordination and maintenance of stakeholder databases, contact lists, and engagement trackers.
- Support Career Ready activities, including identifying speakers and coordinating government and industry participation.
- Perform other duties as assigned.

## **Qualifications**

- Postsecondary education in public policy, political science, communications, public affairs, government relations, business, or a related field.
- Demonstrated experience in government relations, public affairs, communications, stakeholder engagement, associations, government, or a related environment is an asset.
- Strong understanding of Canadian government and politics at the federal, provincial, and municipal levels.
- Interest in technology policy and government decision-making.
- Excellent written and verbal communication skills.
- Strong organizational, project coordination, and multitasking abilities.
- Strong interpersonal and relationship-building skills.



- Attention to detail and event/logistics coordination experience.
- Ability to work independently and collaboratively.
- Adaptable, proactive, and solutions oriented.

**Application Process:**

Applications will close on September 25, 2026. Apply for this position at:  
<https://itac.bamboohr.com/careers/74>.

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

For more information about TECHNATION, visit: [www.technationcanada.ca](http://www.technationcanada.ca)