

Job Title:	Public Affairs & Policy Analyst
Reporting to:	Executive Director
Location:	Leamington, Ontario
Salary:	Salaried with benefits commensurate with experience
Terms:	Full-time / Permanent – 40 hours a week

About the job

As the Public Affairs & Policy Analyst, you will play a vital role in advancing Ontario Greenhouse Vegetable Growers' mission to promote the sector through advocacy, research, innovation and value chain coordination so that members are presented with the opportunity to succeed. Reporting to the executive director, you will provide policy analysis, insights, and advice to the research, energy, environment team, committees, management, board of directors and government stakeholders to advance our strategic plan while providing market access for producers and ensuring the opportunity for economic success. You will effectively identify and engage with opportunities to influence legislative policy, and budgetary decisions at all levels of government, and will play a key role in drafting briefing reports and policy materials to support staff and the board of directors to make key decisions.

About the role

Public Affairs, Communication, & Stakeholder Relations

- Support with the marketing team in providing analysis, drafting, and release of OGVG's annual report, quarterly publications, and reports.
- Support OGVG's research, marketing, stakeholder relations teams in writing, and knowledge mobilization activities as needed.
- Represent OGVG's vision, mission, and mandate with members, government, elected representatives, stakeholder groups, and members of the public.
- Act as a representative of OGVG at meetings with external stakeholders.
- Actively participate in, and support, meetings, projects, and relevant initiatives within all departments, board, and among partner organizations.

Policy Analysis

- Monitor government activity, including proposed legislation and policies, election platforms, and public consultations, and proactively identify opportunities to advance OGVG's strategic priorities.
- Research, analyze, and develop strategic policy options, recommendations, and

briefing materials on topics relating to but not limited to agriculture, market access, trade, research, innovation, energy, environment, infrastructure, workforce, sustainability farming, and safety net / risk reduction programming.

- Monitor the political environment and emerging trends to inform policy positions, research reports, community engagement efforts, and government relations activities (i.e., identifying “policy windows”).
- Analyze the policy impact, including potential outcomes and risks, of different policy options to provide sound, strategic, and ethical advice to the research, energy, environment team, committees, executive director, board of directors and government stakeholders.
- Support with maintaining and updating the organization’s advocacy strategy, including by mapping key stakeholders (e.g., elected officials, political and bureaucratic staff, and influencers) and advising the organization on where to focus advocacy efforts to meet overall objectives.
- Develop policy briefs, government and budget submissions, presentations, and other knowledge mobilization products to inform and influence government stakeholders, organizational partners, and/or the public on key issues related to greenhouse vegetable farming.
- Build and maintain positive relationships across relevant orders of government to influence policy change and advance OGVG’s strategic priorities. This includes organizing meetings and engagement opportunities with government officials.
- Track and assess lobbying efforts internally with a view to continuous improvement, and report lobbying efforts externally in compliance with lobbying regulations.

About you

As a candidate for this position, you will be familiar with the political landscape and government decision-making processes at the municipal, provincial and federal level. You know how to establish relationships with political and bureaucratic officials, their staff and can craft compelling materials, like research reports, policy briefs, and budget submissions, to influence decision-makers. You possess exceptional communication and writing skills, stay aware of the latest political and policy trends, news, and initiatives. You must be willing to work alongside your teammates, committees, board of directors, and stakeholders to identify and respond to policy windows that maximize our advocacy impact.

- Post-secondary training or equivalent experience in public policy, public affairs, science, or related field.
- Exceptional writing and communication skills with the ability to make research findings and policy recommendations clear, concise, and compelling for different

audiences.

- Demonstrated ability to create compelling research, policy, and knowledge mobilization materials that persuade, inspire action, and get results among a vast array of audiences.
- Experience working on policy issues at the municipal, provincial, or federal level, ideally.
- Demonstrated experience working in a not-for-profit environment with board governance structure.
- Experience managing projects from inception to completion including developing timelines, sequencing tasks, tracking progress, budgeting and identifying and mitigating risks.
- Experience working in a network environment and/or member-based association is an asset.

The following skills and traits will be highly regarded

- Ability to work collaboratively and respectfully with a diversity of people, including board of directors, members, government officials, partner organizations, staff across all departments, and the public.
- Ability to manage multiple projects concurrently, thrive in a fast-paced environment, and adapt quickly to change.
- Proficiency in monitoring and measuring outcomes and engaging in continuous improvement through key performance indicators.
- Organized, resourceful, highly motivated, and detail oriented.
- Excellent networking and interpersonal skills that facilitate strong relationships.
- Strong knowledge of Microsoft Office – Word, Excel, PowerPoint, Outlook, MS Teams.
- Previous work experience in agriculture or the greenhouse sector is an asset.
- A genuine commitment to supporting greenhouse vegetable farming in Ontario.

Work Environment

The candidate will have an office based in Leamington Ontario and will be required to travel to offsite meetings and events from time to time.

What we offer

- Competitive supplemental health care, dental, and life insurance coverage
- Paid sick and personal days
- Matching RSP after one-year

- Opportunity for advancement
- Professional development opportunities

How to apply

To be considered, applicants must submit a cover letter and resume by September 13, 2024, 11:59pm to careers@ogvg.com. In the subject line of your email, please place “Public Affairs & Policy Analyst”.

Ontario Greenhouse Vegetable Growers (OGVG) thanks all applicants for their interest, however only those selected for an interview will be contacted. OGVG encourages applications from all qualified candidates. When requested, OGVG will accommodate people with disabilities at all stages of the recruitment, assessment and hiring process.

