

ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Position title: Policy Analyst

Reports to: Director of Policy

About us: The Ontario Chamber of Commerce (OCC) is a non-partisan, not-for-profit advocacy organization representing approximately 60,000 businesses of all sizes, in all economic sectors, and from every region of the province. We are located in downtown Toronto.

About the employment opportunity: The OCC is seeking a Policy Analyst to join a team of four policy specialists as we develop commentary in support of economic prosperity in Ontario. The ideal candidate will have an interest in Ontario politics and policy and some understanding of the business environment. They will possess the capacity to lead the development and execution of principled, evidence-based public policy initiatives such as reports and events, through tasks such as research, stakeholder consultation, writing, project management, and public-facing presentations. The Analyst will also support the Director of Policy in administering member relations initiatives.

In this role, the Analyst will contribute to the development of non-partisan public policy positions that reflect the will and direction of the Ontario Chamber of Commerce's member businesses and its network of local chambers of commerce and boards of trade. In doing so, this individual will help the Chamber deliver tangible results to its membership.

The position would be well-suited to a multi-faceted, versatile, ambitious, creative, and curious individual at the beginning of their career.

Duties and responsibilities:

- Research and draft policy documents, including timely responses to emerging issues.
- Contribute analysis to the development of official OCC positions.
- Lead stakeholder consultations in both group and one-on-one settings.
- Develop and nurture constructive relationships with OCC members.
- Perform administrative tasks that support the work of the policy team (organize calls and meetings, assist with event execution, develop templates, update trackers, etc.)
- Work collaboratively with all OCC staff and departments.
- Other duties as necessary.

Some travel within Ontario is required.

Suitable candidates will possess the following qualifications:

- A Master's degree in public policy, political science, public administration, or similar.

- One to two years of related, professional experience (including internships).
- The ability to conduct thorough, accurate research and develop thoughtful analysis on matters of complex public policy.
- Some understanding of the business and policy climates in Ontario, ideally in the areas of energy, natural resources, housing and/or urbanization.
- Outstanding communications skills, particularly writing and public speaking.
- A strong work ethic, including the ability to take initiative and manage your time well.
- Excellent interpersonal skills, including the ability to work on a team.
- Experience with quantitative research and analysis is preferred, but not essential.

All applications and any questions should be sent to Ashley Challinor, Director of Policy, at ashleychallinor@occ.ca by Monday, June 25 at 5:00pm. Please include your resume and a cover letter.

The Ontario Chamber of Commerce is an equal opportunity employer and provides employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.