



Canada Policy and Public Affairs Manager

August 2025

The **Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent** is a leading multinational coalition of municipal and Indigenous leaders committed to driving economic prosperity while safeguarding the freshwater resources of the Great Lakes and St. Lawrence River Region. Joining our team means stepping into a vibrant, fast-moving environment where you'll collaborate directly with mayors, senior municipal officials, and other influential decision-makers—alongside Canadian and American colleagues passionate about making a real difference.

We're looking for an **experienced Policy and Public Affairs Manager** to help shape and advance our Canadian policy agenda, lead meaningful stakeholder engagement, strengthen government relations, and deliver impactful communications and events. A key part of this role will be to deepen our presence in Québec—building and guiding our Québec Regional Advisory Committee as a vital forum for member engagement and ensure Québec's priorities are front and centre in our work. You'll report to the Chief Operations Officer / Canadian Managing Director and collaborate closely with our Chief Policy Officer. This is a full-time, fully remote position.

Our ideal candidate is **professionally fluent in French and has strong communications skills in English**, brings hands-on experience in federal, provincial, or municipal politics and/or public affairs, and thrives in a fast-paced and dynamic setting. If you're ready to put your skills to work to advance the interest of one of North America's most important economic regions and a globally significant freshwater resource, **we want to hear from you**.

The **preferred start date is October 2025**. The **deadline to apply for this position is September 5, 2025**. We thank all candidates in advance for their application, but only those contacted for an interview will receive a reply.

MAJOR RESPONSIBILITIES

Policy Development (40%)

- Help build up our three mayor-led commissions in Canada – the Mayors Commission on Economic Transformation, the Mayors Commission on Community Resilience and the Mayors Commission on Water Access – and ensure ongoing recruitment and engagement of Canadian members in these commissions.

- Build a sound knowledge of government actors, policies and programs with the federal, Ontario, and Québec governments that impact the Cities Initiative's strategic pillars
- Develop key messages and actionable recommendations – including via annual federal priorities, member resolutions, pre-budget submissions, and commission policy agendas – to advance our policy goals
- Support members in drafting and refining policy resolutions in preparation for the annual member meeting
- Participate in weekly policy and public affairs planning meetings with the Chief Operations Officer / Canadian Managing Director and Chief Policy Officer
- Brief the Chief Operations Officer / Canadian Managing Director, Chief Policy Officer, and President / CEO on key developments and issues happening in Canada and in preparation for policy events
- Improve the Cities Initiative's Canadian stakeholder mapping and ensure that key partners and stakeholder organizations are engaged in the organization's policy development

Public Affairs (60%)

- ***Government and Stakeholder Relations (15%)***
 - Act as the representative of the Cities Initiative on key Canadian / Québec coalitions, including the Climate Proof Coalition and the Great Lakes-St. Lawrence Day on the Hill planning committee
 - Lead the organization's planning and participation in the annual Great Lakes-St. Lawrence Day on the Hill in Ottawa, and mobilizing delegations of Canadian Members for both Hill days in Ottawa and Washington, D.C.
 - Establish relationships and maintain regular contact with government officials in Canada and the province of Québec in close coordination with the Chief Operations Officer / Canadian Managing Director and the Chief Policy Officer; support Ontario Government relations as needed
 - Establish relationships and maintain regular contact with key federal, Ontario, and Québec stakeholders to support the development of our Canadian/Québec policy agenda and other organizational goals
- ***Québec Region Management (30%)***
 - Coordinate and plan meetings of the Québec Regional Advisory Council, in coordination with the Regional Advisory Council leadership, Chief Policy Officer, and Chief Operations Officer / Canadian Managing Director
 - Play a lead role in engaging municipal, economic, and environmental stakeholders and partners in Québec to support our members and policy work

- Serve as the lead for policy engagement with our Québec members, including facilitating their active participation in our three mayor-led commissions
- Stay informed of Québec members' policy priorities through regular communication with key mayors and staff, especially the Board of Directors and commission leadership
- Collaborate with the Chief Operations Officer / Canadian Managing Director to support recruitment and retention efforts of Québec members
- Contribute to program development to support our Members in Québec
 - Liaise with the Chief Operations / Canadian Managing Director and Chief Programs Officer to develop and socialize programming to support our Québec members:
 - Facilitate member roundtables and regular engagement opportunities to ensure program direction aligns with member needs
 - Support the scoping of pilot programs in Québec, including process, outputs and fit with cultural/regulatory context
- **Communications and Events (15%)**
 - Lead the development of an annual Québec Regional Meeting to bring together members and stakeholders in the province
 - Provide support for key organizational events, including the Annual Conference, the Mid-Year Meeting, Regional Meetings, and regular Board of Directors meetings
 - Contribute to external policy communications, including newsletter articles, webinars, press releases, and social media
 - Review translations of materials and lead content generation for the French version of the weekly update bulletin to Members

Key Qualifications and Competencies

- This role requires:
 - Full professional fluency in French, and advanced written and verbal communication skills in English
 - 5+ years' experience in politics and/or public affairs in government, a non-profit, or comparable organization
 - Knowledge of federal and Québec government policies relating to one or more of our strategic pillars – climate and coastal resilience; safe and affordable water; economic transformation, and healthy lakes and rivers
 - Experience and/or knowledge around municipal economic development, or the maritime industry preferred
 - Excellent stakeholder engagement skills
 - Demonstrated ability to analyze policies and implement government relations strategies

- Experience briefing executive-level stakeholders (e.g., elected officials, senior bureaucrats and/or senior organization staff)
- Sound judgement and strategic decision making
- Strong interpersonal skills, and evidence of collaboration and teamwork
- The ability to multi-task, prioritize, and deliver on multiple demands under tight deadlines
- Self-discipline to work at a virtual organization
- Eagerness to learn and grow from direct mentorship
- The willingness to travel in Canada and the United States
- Eligibility to work in Canada

Salary and Benefits

\$65,000 to \$80,000 CAD annually contingent on qualifications with a comprehensive benefits package, including a supplemental health benefits plan, 3% RRSP contributions, and 13 federal holidays, three weeks of paid vacation, plus bonus paid time off during our annual holiday shutdown.

Work Location

This position is fully virtual. Candidates must be based in Montréal, Québec, or Ottawa.

Diversity Statement

The Cities Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Application Process

Send a cover letter and a resume to the attention of Phillippe Murpy-Rhéaume, Chief Operations Officer and Canadian Managing Director, at admin@glslcities.org. The subject line should read “Canada Policy Manager – First and Last Name of Applicant.”

About the Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent

The Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent is a multinational coalition of municipal and Indigenous government executives representing communities in the Great Lakes and St. Lawrence River Region who are working to promote economic prosperity in our communities and protect our fresh water for the benefit of current and future generations. With more than 350 communities represented, from Western Lake Superior to the Gulf of the St. Lawrence, the Cities Initiative / Alliance des villes is leading the way in advancing the environmental, economic, and social health of the region by addressing issues impacting its residents.