



L'ALLIANCE DES VILLES
DES GRANDS LACS ET DU SAINT-LAURENT
GREAT LAKES AND ST. LAWRENCE
CITIES INITIATIVE

Policy Manager – Canada & First Nation/Tribal June 2026

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, First Nation, and Tribal 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 will collaborate directly with mayors, senior municipal officials, and other influential decision-makers—alongside Canadian and American colleagues enthusiastic about making a real difference.

We are looking for an **Ontario-based and experienced Policy Manager** to help shape and advance our policy influence federally and in Ontario, lead meaningful stakeholder engagement, and manage our Ontario Regional Advisory Committee. This role will also support our First Nation and Tribal membership, helping to implement recommendations from our First Nation and Tribal Engagement Committee, and build meaningful engagement between municipal, First Nation, and Tribal leaders on issues impacting our region and shared waters.

You will report to the Sr. Manager, Canadian Policy and Public Affairs and collaborate closely with our Chief Policy Officer and Canadian Managing Director. This is a full-time, fully remote position.

Our ideal candidate **has strong communications skills in English**, brings firsthand experience in federal, provincial, or municipal politics, and First Nation governments or organizations. This individual thrives in a fast-paced and dynamic setting. If you are 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 no later than August 31, 2026**. Applications will be reviewed **beginning on July 13** and considered on a rolling basis until the position is filled. We thank all candidates in advance for their application, but only those contacted for an interview will receive a reply.

MAJOR RESPONSIBILITIES

Canadian Policy Engagement and Development (40%)

- Help build up our mayor-led commissions in Canada 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 and Ontario 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.
- Coordinate, plan, and lead quarterly Ontario Regional Advisory Committee meetings.
- Identify federal and provincial grant funding opportunities to support our work and coordinate with Canadian Programs and Operations staff to help identify program partners with our members, and socializing program priorities with government officials.

First Nation and Tribal Relations and Policy Development (40%)

- Coordinate, plan, and lead quarterly First Nation and Tribal Engagement Committee meetings.
- Support recruitment of First Nation and Tribal government leaders in the region through the organization’s Turtle Island Scholarship.
- Help build up First Nation/Tribal participation in Cities Initiative commissions and events.
- Support First Nation and Tribal members in drafting and refining policy resolutions in preparation for the annual member meeting.
- Coordinate with Development staff and First Nations and Tribes in developing fundraising strategies to support the organization’s First Nation and Tribal programming.
- Assist in socializing the Cities Initiative’s Local Blue Economy Growth Fund with First Nations.
- Assure that the organization integrates First Nation and Tribal perspectives into its broader work and engagement with municipalities, other levels of government, and stakeholders.

Government Relations and Public Affairs (20%)

- In collaboration with the Sr. Manager of Canadian Policy and Public Affairs, develop an advocacy strategy for federal and Ontario governments to advance our policy and program opportunities.
- Brief the Chief Operations Officer / Canadian Managing Director, Chief Policy Officer, and President / CEO on key developments and issues happening in Canada and Ontario and in preparation for policy events.
- Coordinate with Canadian and U.S. policy staff to help advance our policy priorities in federal and provincial capitals.
- Improve the Cities Initiative’s stakeholder mapping and ensure that key partners and stakeholder organizations are engaged in the organization’s policy development.
- Support Canadian policy engagement and event planning for Great Lakes Days in Washington, D.C., and Great Lakes-St. Lawrence Day on the Hill in Ottawa.
- Support event planning for the Cities Initiative’s Annual Conference and Ontario Water Leaders Summit, including building First Nation and Tribal perspectives and speakers into programming.

Key Qualifications and Competencies

- This role requires:
 - Full professional fluency in English.
 - 3-5 years' experience in politics and/or public affairs in government, a non-profit, or comparable organization.
 - An Undergraduate or Master's degree, preferably in public policy, business, economics, or Indigenous studies.
 - Experience working directly with First Nation governments.
 - Knowledge of federal and Ontario government policies relating to one or more of our strategic pillars – climate and costal resilience; safe and affordable water; economic transformation, and healthy lakes and rivers.
 - Knowledge of First Nations, Tribal, and Inuit communities, cultures, perspectives, and governance structures.
 - Knowledge of First Nations rights and current needs and goals relating to water, lands, infrastructure, and/or economic development.
 - Experience briefing executive-level stakeholders (e.g., elected officials, senior bureaucrats, and/or senior organization staff).
 - Excellent stakeholder engagement skills.
 - Demonstrated ability to analyze policies and implement government relations strategies.
 - Sound judgement and strategic decisionmaking.
 - Strong people 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.
 - Professional fluency in French is considered an asset.
 - Eligibility to work in Canada.

Salary and Benefits

\$60,000 to \$75,000 CAD annually contingent on qualifications with a comprehensive benefits package, including a supplemental health benefits plan, 2% RRSP contributions, and twelve federal holidays, three weeks of paid vacation, plus bonus paid time off during our shutdown periods.

Work Location

This position is fully virtual. Candidates must be based in the province of Ontario.

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 Gabriel Alves, Sr, Manager, Canadian Policy and Public Affairs, at admin@glslcities.org. The subject line should read "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, First Nation, and Tribal 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 425 communities represented, from Lake Superior to the Gulf of the St. Lawrence, the Cities Initiative is leading the way in advancing the environmental, economic, and social health of the region by addressing issues impacting its residents. The Cities Initiative is represented by two organizations operating out of the United States and Canada, though our work and many functions work across borders to support both organizations.