



BC Chamber of Commerce

Know what's on BC's mind.

Position Title: Lower Mainland Chamber Policy Alliance (LMCPA) & Regional Meeting Coordinator
Type: 6-month F/T contract (with potential to extend and become permanent as of January 2020)
Reporting To: Director of Policy Development, Government and Stakeholder Relations
Date Prepared: July 4th, 2019
Start Date: August 1st, 2019
Location: 1201-750 West Pender Street, Vancouver, BC

About us:

The BC Chamber of Commerce is province's largest, member-driven business organization with a network of members 36,000 strong ranging from single-shingles to multinationals. We know what's on BC's mind because we listen to our members, ask the right questions, and grow the people that power BC through advocacy, insight, and access to resources.

About you:

You are a high-energy, intelligent, team player interested in public policy development and motivated to gain experience in this field. You will be a policy driver, operations lead, and administrator for the Lower Mainland Chamber Policy Alliance (LMCPA). As a Regional Meeting coordinator, you will be "pivot" in organizing logistics, communications and documentation for 8 regional consultations with the Province of BC and regional chambers. You are extremely detail-oriented capable of developing strategic and tactical implementation plans to ensure the creation of timely and relevant policies and positions from the Lower Mainland chambers and boards of trade. In addition, you will occasionally support the policy development work of BC Chamber staff as they develop key business and chamber policy positions for the entire BC Chamber network as they relate to the Lower Mainland.

The work:

- As the LMCPA Coordinator:
 - Manage the policy process for the LMCPA – from the intake of issues to guiding the chambers/boards through necessary action steps;
 - Draft letters to government, and when needed, coordinate meetings with government;
 - Consult with LMCPA stakeholders to build meeting agendas, take meeting minutes, and track action items.
 - Develop and implement an effective administrative system – will include managing incorporation process for the LMCPA, managing yearly report, and managing a meeting schedule.
- As the Regional Meeting coordinator:
 - Liaise with the provincial government on policy agendas and coordinate briefings
 - Liaise with local chambers on policy agendas and coordinate briefings



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- Manage logistics for 8 regional consultation meetings around British Columbia (venue selection and booking, invite lists for local chambers, catering etc.) before the end of 2019
- Attend consultations in select regions, take minutes and manage logistics on the ground

Qualifications and Skills:

- Post-secondary degree, diploma or equivalent (includes knowledge and understanding of the political and/or economic arenas i.e. Political Science, Economics, Business);
- Knowledge of public policy processes;
- Strong ability to prioritize and be an outstanding multitasker;
- An impeccable and astute communicator (including excellent writing skills);
- Awareness of provincial and federal economic and political issues;
- Excels in a team environment and contributes to the overall success of the organization;
- Proficient with Microsoft Office suite including Word, Excel and Outlook;
- Experience in the not-for-profit sector in general (or chambers of commerce, in particular) is a plus but not a prerequisite.

The Details:

- **Schedule** – 6-month contract @ 35hrs per week; expectation is that individual will work out of the BC Chamber offices, but remote work can be discussed after first 3 months.

Compensation:

\$25,000 for 6-month contract (@ 35hours/week equivalent to approximately \$29/hour)

How to Apply:

Please submit your resume and cover letter to bccc@bcchamber.org, quoting “LMCPA & Regional Meeting Coordinator” in the subject line. No phone calls please.

Closing date:

July 19th, 2019