

CVMA Job Opportunity:

Policy and Communications Analyst

Location: Ottawa or Toronto

The Canadian Vehicle Manufacturers' Association (CVMA) is hiring a policy and communications analyst to join our team. The ideal candidate will have exceptional writing, presentation and critical-thinking skills, a keen interest in public policy and an understanding of the automotive industry. Ability to work in both official languages would be an asset, as would experience in politics, government, government relations and communications. Applicants should be comfortable working in a fast-paced organization, managing projects and working both independently and as part of a team.

JOB SUMMARY

Reporting to the President, the analyst will support the CVMA team on key policy priorities. The analyst will lead the development, management and dissemination of communications products/materials/websites for the CVMA.

MAJOR RESPONSIBILITIES

- Provide research, analytic and writing support to the CVMA policy team for submissions, presentations, web content and various other policy and communications materials;
- Prepare written communications—letters, briefs, reports, presentations—reflecting CVMA positions;
- Monitor legislative and political developments on key files and identify strategic opportunities to advance our policy agenda;
- Work closely with CVMA policy leads to maximize the effectiveness of advocacy initiatives;
- Develop a CVMA communications strategy to enhance the visibility of the CVMA and its member companies;
- Disseminate communications products and develop and manage social media content (Twitter, LinkedIn);
- Monitor media coverage of CVMA issues and mentions – as well as member updates – to highlight in communications;
- Measure communications and social media strategies to continually improve advocacy, relevance and user experience;
- Maintain the CVMA website content, develop visual products and regularly update the website;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- University degree from a degree granting institution;
- Excellent oral and written communications skills;
- Experience in communications/media relations and policy development;
- Good knowledge and understanding of the priority issues for the CVMA (e.g. competitiveness, environment, trade and privacy).

BEHAVIORAL

- Communications: Excellent oral and written skills – ability to write clearly and succinctly;
- Flexibility: Agility in adapting to change;
- Teamwork: Able to work effectively and productively with others;
- Organization and planning: Able to be systematic and orderly in meeting objectives;
- Creativity: Able to identify new approaches or adapt existing ones.

APPLICATION

Please send a detailed summary of relevant experience and letter of application to jobs@cvma.ca

Applicants will be asked to provide two writing samples.