



Policy and Government Relations Coordinator

About Seeds Canada

Seeds Canada is the leading voice of the seed sector in Canada, with members including analysts, breeders, distributors, processors, seed growers and other contributors to the seed sector, located coast to coast. Seeds Canada launched in February 2021 through the amalgamation of four established seed associations to deliver coordinated advocacy for the seed sector and enhance services for members and clients. Seed is the vital first link in the agriculture value chain, contributing over \$6 billion to the economy, employing more than 63,000 Canadians, and exporting more than \$700 million annually.

Seeds Canada offers flexible work environments including at minimum hybrid work arrangements and depending on role, the possibility for remote work. We care for the health and wellbeing of our team and that is reflected in our many employee programs including supplementary health and dental, retirement, development and recognition programs.

About the Position

This is a newly formed position, reporting directly to the Director of Policy, with matrixed support from the Director of Communications and Government Relations. This opportunity is exciting for someone who wants to learn more about agricultural policy and advocacy. You will be the essential link between policy and government relations by coordinating and supporting cross-departmental activities for policy and government relations.

Working directly with members, value chain partners and staff, the coordinator works to advance Seeds Canada membership on strategic initiatives and files. As the successful candidate, you will be responsible for supporting coaching, informing, and engaging with Seeds Canada members on regulatory, technical, and policy-related issues and building Seeds Canada's reputation as the primary source of accurate and timely information on seed industry-related issues with government and industry.

Key responsibilities

- Provide legislative support by monitoring and tracking federal and provincial regulatory developments and assist Seeds Canada Committees with advancing key priorities, including plant breeding innovation, seed-applied technology, seed regulations, intellectual property, and phytosanitary issues.
- Support the participation in government consultations and Parliamentary activities, including government consultations, preparing submissions, briefing notes, slide decks, and speaking points for testimony at House of Commons and Senate Committees.

- Support the Director of Policy, Communication and Government Relations Director and CEO in networking and building professional relationships with government decision-makers and representatives from like-minded industry partners.
- Support senior leadership and directors in meetings with Ministers, Parliament Members, Senators, senior-level bureaucrats, and regulators.
- Research issues relevant to the members and stakeholders to develop consensus policy positions.
- Understand Seeds Canada's policy objectives and assess the impact of federal and provincial government initiatives and policy on Seeds Canada's goals.
- Help advance Seeds Canada's interests through active participation in industry and industry-government working groups.
- Participate in preparing agendas, minutes, and work plans for Seeds Canada's Standing Committees and member meetings with other Seeds Canada staff.
- Assist with the planning and execution of annual Parliamentary Reception and lobby days.
- Support Seed Canada's advocacy grassroots program by developing material and providing advocacy services to members.
- Other duties may be assigned as needed to meet the mandate and evolving needs of the organization.

Skills and Experience

- A bachelor's degree in an applicable discipline (e.g., agriculture, biology, physical or applied science, political science, policy and /or equivalent combination of education and related work experience is required.
- Minimum of one (1) years' experience in the Canadian seed sector or related industry focused on Government relations, Advocacy, or related experience.
- Understanding of the current federal political and policy environment, including parliamentary procedures.
- Experience drafting and presenting briefing notes, position statements and reports regularly for senior government officials, stakeholders, and the public.
- Strong customer and stakeholder focus. Able to build relationships and inspire confidence and respect at all levels, including with senior leaders and members.
- Ability to concisely present and explain technical information, verbally and in writing in plain language, to audiences with varying levels of understanding and information needs.
- Knowledge of Microsoft Office 365 and ability to operate in a digital office environment. While there is the option to work in the Ottawa-based office, this role can also be remote.
- Ability to travel and represent Seeds Canada in external meetings and events.
- Strong desire to develop skills related to agricultural policy and government relations.
- Skilled in priority-setting, efficient time management, and the ability to work independently and as part of a team.

Assets

- Understanding federal and provincial government departments, specifically CFIA, is an asset.

- Prior experience working on Parliament Hill or within the federal government is an asset.
- Broad knowledge of the agri-food industry issues and specific knowledge of seed production, processing, seed testing, and the organic industry is an asset.
- Experience working with multiple stakeholders/members with differing mandates and views.
- Language – fluency in English is required; Working knowledge of French (oral and written) is an asset.

Compensation

Salary is commensurate with experience. The hiring range for the position is \$56,000 to \$70,000 annually. This is a full-time, permanent position. Seeds Canada offers competitive compensation and benefits package.

To Apply

Please submit your resume and cover letter [here](#). This job posting will remain posted until the position has been filled. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Seeds Canada is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.