

Position Available:

Coordinator, Government Relations & Communication (Annual Salary Range \$42,000 - \$45,000)

Start date: November, 2015

Job summary

Reporting to the CEO, the **Coordinator, Government Relations & Communications**, will assist with the development and support of a strategic government and stakeholder relations program that advances CHBA BC's objectives and visibility with the provincial government and members. Media and communications will form an integral part of the role.

The **Coordinator, Government Relations & Communications** will be responsible for planning and coordinating related activities, fostering mutually beneficial working relationships with stakeholders, and supporting the CEO, Board of Directors and the Government Relations Committee in their dealings with government and other key residential construction sector partners so that our interactions are strategic, coordinated and consistent.

Key to this role is the ability to support CHBA BC in various capacities thereby enabling the Association to advocate our positions effectively and thoughtfully. Of equal importance is the ability to collaboratively work with our local affiliated home building associations to ensure that our positions are clear, consistent and well integrated across the association.

- Works closely with the CEO and the Government Relations Committee to identify, understand and manage Government related issues and regulatory matters in alignment with strategic priorities;
- Has a clear working understanding of the various levels of government at municipal and provincial level and knows how to communicate the concerns of industry;
- Identifies audience(s) including key decision makers/influencers, and produces targeted supporting materials such as correspondence, briefing notes, submissions and presentations;
- Supports the management of critical incidents impacting government relations as they arise;
- Monitors and conducts research on relevant public policy, legislative, regulatory and political issues;
- Plans and/or coordinates meetings/briefings with key stakeholders, including logistical details for meetings, pre-and post-meeting strategy sessions, debriefs with participating executive members and drafts summaries for internal use;
- Drafts, and coordinates the approval of, correspondence, presentations and formal policy submissions to elected and non-elected government officials;
- Develops and strengthens relationships with key decision makers and influencers in and outside of government;
- Contributes to the development and maintenance of a CHBA BC stakeholder relations database containing all current and relevant issue contacts;
- Takes on special projects, such as research projects and correspondence, as requested.

Member and Stakeholder Relations:

- Working with committees and coalitions in developing policies and programs that enhance the Association's advocacy objectives;
- Coordinating internal committee activities with responsibility for the completion and implementation of action items;
- Participating in consultations with stakeholders, both internal and external, to inform policy direction and development.

Communications:

- Communicating to members including information bulletins such as the *Advocacy Update*, website content, surveys, presentations, articles, etc.;
- External communications including preparation of reports, letters, research documents, position papers, briefs, letters, presentations, etc.;
- Responding to members' inquiries and providing guidance and information as required.
- Review, collect as necessary and edit content for CHBA BC's weekly e-newsletter *Provincial Update*.

Specific Responsibilities

Policy and Research:

- Identifies, researches and monitors issues, legislation, regulations, policies, guidelines and by-laws of importance to the residential construction industry at the provincial level;
- Drafts policy position papers and issues statements, prepares and analyzes surveys as required.

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Applying for the position

To apply, please send your resume and a cover letter that includes your salary expectations to jobs@chbabbc.org. No telephone calls will be accepted.

About the Canadian Home Builders' Association of BC

The Canadian Home Builders' Association of BC (CHBA BC) is the voice of the residential construction industry in British Columbia representing more than 1,600 member companies through an affiliated network of nine local home building associations located throughout the province. The industry contributes over \$18.2 billion in investment value and creates 133,700 jobs – making it one of the largest employers in the province.

CHBA National

Since 1943, the Canadian Home Builders' Association has been "the voice of Canada's residential construction industry"—one of the most vital and enterprising industries in Canada. Representing more than 8,500 member firms across Canada, CHBA members come from every area of Canada's housing industry - new home builders, renovators, land developers, trade contractors, product and material manufacturers, building product suppliers, lending institutions, insurance providers, service professionals and others.

The Canadian Home Builders' Association is built on a vision and commitment - a vision of a strong and positive role for the housing industry, and a commitment to support the business success of our members and their ability to provide affordability, quality and choice for consumers.

The Canadian Home Builders' Association is one association representing the residential construction industry and serving our members at three levels.

- 1. Locally.** Municipal government liaison, monthly meetings, industry seminars, professional development, marketing campaigns and awards programs. Members have many opportunities to have their voice heard by government, make business contacts, stay informed and build recognition with consumers.
- 2. Provincially.** The provincial association deals with a wide range of provincial government regulations and policies that affect members, their businesses and their customers—from codes and standards, to health and safety, infrastructure financing, the environment and consumer protection. Provincial conferences and awards programs give members an opportunity to meet and network with peers from across the province.
- 3. Nationally.** At the national level, the CHBA represents and serves the entire membership from coast to coast advocating the interests of the housing industry with the federal government and inter-governmental bodies. Organizes an annual national conference, national housing excellence awards and the Forum for Growth – day on Parliament Hill.

For more information, visit www.chbabc.org | www.chba.ca