

**Job Title:** Public Affairs Manager

**Organization:** Canada's Building Trades Unions (CBTU)

**Location:** Ottawa, ON (Hybrid)

**Start Date:** August 2025

### About CBTU

Canada's Building Trades Unions (CBTU) is the national voice for more than 600,000 Canadian skilled trades construction workers — members of 14 international unions, working in more than 60 different trades and occupations, generating 6% of Canada's GDP.

### Position Overview

Canada's Building Trades Unions (CBTU) is seeking a Public Affairs Manager to lead and implement its public affairs activities, including government relations, public policy, strategic communications and stakeholder engagement. This role supports both planned priorities and emerging initiatives in response to shifting political and policy developments, in alignment with CBTU's strategic plan.

The Public Affairs Manager will monitor legislative and regulatory developments and coordinate communications with elected officials, public servants, and key stakeholders to support CBTU's engagement in parliamentary processes. This includes preparing briefings, policy submissions, and organizing appearances before committees. The successful candidate will also advocate on behalf of skilled trades workers across Canada, ensuring their priorities and perspectives are reflected in public policy and government decision-making.

### Key Responsibilities

#### Communication and Engagement

- Build effective working relationships with staff, members, and stakeholders, including developing trusted relationships with parliamentarians and their staff.
- Collaborate with the team to develop and execute communications strategies that convey key messages to government officials, elected representatives and stakeholders.
- Represent CBTU at internal and external meetings and events, serving as the lead coordinator for government affairs engagements to ensure effective planning and stakeholder participation.
- Lead the planning and coordination of the plenary session agenda for CBTU annual conference, ensuring alignment with CBTU's strategic priorities.



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### **Government Relations**

- Support the Executive Director in the development, planning, and execution of strategic priorities related to government relations, regulatory affairs, and stakeholder engagement.
- Proactively propose and implement government relations strategies in anticipation of, or in response to, evolving government policy and legislative processes.
- Collaborate with affiliates and provincial councils to provide support and coordinate government relations efforts where needed.

### **Reporting, Tracking, and Monitoring**

- Monitor and track government appointments, consultations, legislative activity, and announcements; provide timely updates and strategic insights to the team.
- Ensure CBTU's Lobbying Act reporting is accurate, up to date, and submitted in accordance with federal compliance requirements.

### **Team Leadership**

- Manage the Communications Associate and Senior Communications Advisor to ensure coordinated execution of communications and government relations activities.
- Align team priorities with CBTU's strategic goals while fostering a collaborative environment that supports professional growth and ensures timely, high-quality deliverables.

### **Qualifications & Experience**

- Bachelor's degree in Political Science, Public Administration, Public Relations, Government Relations, Business, or a related field.
- Three to five years of experience working in a legislature, parliament, or government relations consultancy, including direct work with parliamentarians or elected officials on advocacy, policy development, lobbying, and related communications such as drafting submissions and correspondence.
- Strong understanding of legislative processes, government procedures, issues management, and risk implications at both political and civil service levels.
- Ability to quickly analyze information and provide strategic advice.
- Excellent verbal and written communication skills with high ethical standards and confidentiality.
- Proactive team player with good judgment, initiative, and ability to manage shifting priorities and tight deadlines.
- Strong organizational, time management, and multitasking skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Bilingualism (English/French) is an asset but not required.





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## Contract Terms:

- Full-time, permanent position with a competitive salary based on experience and qualifications
- Flexible work environment
- Occasional travel required
- This hybrid position requires regular in-office work at our Ottawa office, with flexible remote work options available.

## To Apply:

- Please submit your resume and cover letter to Nicole McCallion, Operations and Finance Manager at [nmccallion@buildingtrades.ca](mailto:nmccallion@buildingtrades.ca) by July 10, 2025.
- CBTU is an equal opportunity employer. We welcome and encourage applications from people with disabilities and individuals from equity-seeking groups. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

