

Public Affairs Manager

Canada's Building Trades Unions (CBTU)

Location: Ottawa, ON (Hybrid – 3 days/week in office)

About CBTU

Canada's Building Trades Unions (CBTU) is the national voice for more than **600,000 skilled trades construction workers**, representing **14 international unions** and over **60 trades and occupations** that collectively generate approximately **6% of Canada's GDP**. CBTU works to ensure the priorities of skilled trades workers are effectively represented in federal public policy, legislative processes, and national workforce strategies.

The Opportunity

CBTU is seeking a **strategic, relationship-driven Public Affairs Manager** to lead federal government relations and advance CBTU's legislative agenda. Reporting directly to the CEO, this role is ideal for a proactive, politically astute professional who excels in a fast-paced environment, manages multiple files with confidence, and builds strong relationships across political offices, federal departments, affiliates, and industry partners.

You will manage two direct reports, collaborate with a highly engaged team, and help shape policy outcomes that impact construction workers across Canada.

Key Responsibilities

Government Relations & Advocacy

- Lead CBTU's federal government relations strategy, identifying opportunities to advance key policy priorities.
- Engage effectively with political offices and senior public servants in departments such as Labour, Natural Resources, ESDC, Finance, ISED, and Transport.
- Track legislative and regulatory developments and provide timely strategic advice to senior leadership.
- Prepare submissions, briefing notes, presentations, and correspondence for federal decision-makers.
- Support appearances before parliamentary committees and national consultations.

Stakeholder Engagement & Communications

- Build trusted relationships with parliamentarians, officials, affiliates, and industry partners.
- Represent CBTU at meetings, events, and

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Attn: Jack Shand, FCMC, CAE, Practice Lead-Executive Search • Tel: (905) 274-7438 • Email: cbtugr@portagegroup.com

*We thank all applicants for their interest in CBTU. Those selected for an interview will be contacted.
For more information about CBTU, please visit www.buildingtrades.ca*

For more information about The Portage Group Inc., please visit www.portagegroup.com

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consultations, serving as a key point of contact in Ottawa.

- Work collaboratively with the communications team to develop aligned advocacy and messaging strategies.

Team Leadership & Organizational Support

- Manage two direct reports (Communications Associate and Senior Communications Advisor).
- Ensure compliance with Lobbying Act reporting requirements and maintain accurate internal tracking systems.
- Support planning and coordination of the CBTU Annual Conference, including the plenary program.

Qualifications & Attributes

- Experience in government relations at the manager or director level, engaging both political and civil service stakeholders.
- Knowledge of the **construction industry** and familiarity with issues such as project labour agreements, apprenticeships, infrastructure policy, and workforce development.
- Strategic thinker with the ability to manage multiple high-priority files while maintaining strong attention to detail.
- Exceptional writing, editing, and verbal communication skills.
- Outgoing, approachable, and effective at building

trust at all levels—from senior officials to board members, affiliates, and rank and file members.

- Comfortable “managing up” and working directly with the CEO.
- Demonstrated experience supervising or mentoring staff.
- Proficiency in Microsoft Office and general office technology.
- Bilingualism (English/French) preferred.
- Based in Ottawa and able to travel up to 20%.

Employment Details

This is a full-time, permanent position with a competitive compensation package. Hybrid work model with 3 days/week in-office presence. Note this is an Ottawa-based position.

How to Apply

Please submit your **resume**, **cover letter**, and **compensation expectations** to:

Jack Shand, FCMC

The Portage Group

cbtugr@portagegroup.com

Deadline: December 30, 2025

Accommodations are available upon request for candidates participating in all aspects of the selection process.



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