



## Opportunity: the CPA is looking for a Vice-President, Government Relations (Western Canada)

---

Reporting to the Senior Vice-President, Government Relations, the Vice-President Government Relations, Western Canada will develop and support a strategic government and stakeholder relations program that advances the Canadian Propane Association objectives and reputation in BC, Alberta, Manitoba, Saskatchewan, Yukon and NWT.

The person will be responsible for planning and coordinating activities, fostering mutually beneficial working relationships with stakeholders, and supporting senior executives in their dealings with government and other key energy sector partners so that our interactions are strategic, coordinated and consistent.

Key to this role is the ability to represent the Canadian Propane Association in various capacities thereby enabling our industry to advocate our interests effectively and thoughtfully and provide strategic counsel. Of equal importance is the ability to collaboratively work with members and stakeholders to ensure that our positions are clear, consistent and well integrated across the association.

### Key Responsibilities:

---

- Works with Senior VPs for Government Relations and Regulatory Affairs & Safety and other colleagues to identify, understand and manage government related issues and regulatory matters in alignment with strategic priorities
- Develops and strengthens relationships with members, with key decision makers and influencers in and outside of government
- 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 the workplan 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 members and key stakeholders, including logistical details for meetings, pre- and post-meeting strategy sessions, debriefs with participating executives and drafts summaries for internal use.
- Drafts, and coordinates correspondence, presentations and formal policy submissions to elected and non-elected government officials
- Promotes corporate positions with senior government officials and other external audiences in person and in writing
- Contributes to the development of events in Western Canada
- Takes on special projects, such as research projects and correspondence, as requested

## Qualifications:

---

- In-depth knowledge of the oil & gas and propane industry is required
- Minimum of 8 years Government Relations experience
- Bachelor's or University degree in related field
- Excellent writing, public speaking and presentation skills
- Proven track-record in a provincial government and/or a corporate government relations environment
- Experience presenting complex issues and opportunities to high-level officials and third-party partners
- Excellent project management, communications and interpersonal skills
- Excellent at prioritizing and working under tight deadlines on multiple initiatives
- Travel required within Western Canada

This position is based in the CPA Calgary office. The CPA offers a comprehensive benefits package and a dynamic working environment.

If interested, please submit your resume to [info@propane.ca](mailto:info@propane.ca) by August 27, 2021. We thank all applicants for their interest; however only those selected for an interview will be contacted.