

Policy and Advocacy Coordinator

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the traditional Homeland of the Red River Métis.

Reporting to the Director of Policy and Economic Development this position is responsible for supporting and executing policy and advocacy initiatives, programs and activities in Downtown Winnipeg. This position involves extensive research and analysis and a strong understanding of government policy and issues that affect the downtown. The coordinator builds and maintains good working relationships with the business community, government officials, public sector employees and partner organizations.

KEY RESPONSIBILITIES

- Support the planning and execution of the Downtown Winnipeg BIZ policy and advocacy work.
- Provide political advice and analysis and recommend strategies to address policy issues facing downtown
- Develop and write backgrounders, letters and supporting documentation related to advocacy initiatives
- Support internal initiatives and campaigns that meet the organization's strategic policy and advocacy priorities
- Create written and oral presentations and reports.
- Keep up to date on all levels of government initiatives and policy shifts
- Monitor and report on developments in the downtown and respond to opportunities to further Downtown Winnipeg BIZ policy and advocacy priorities
- Develop and maintain relationships with Downtown Winnipeg BIZ partners

QUALIFICATIONS

- Post-secondary education in Politics, Public Administration or related discipline.
- Relevant work experience is considered an asset.
- Demonstrated knowledge and skill in research, public policy development and advocacy techniques
- Analytical skills which can identify and respond to emerging issues/opportunities
- Enthusiastic self-starter with the ability to quickly learn and understand concepts, problem solve, take ownership, and manage work with minimal supervision.
- Excellent verbal and written communication skills
- Excellent organizational skills with the ability to manage competing priorities.
- Ability to establish and maintain collaborative working relationships with both public and private sector stakeholders.

WORK ENVIRONMENT & CULTURE

The Downtown Winnipeg BIZ embodies a culture of collaboration and customer service. We have a diverse team who are encouraged to provide input and participate on committees to inform workplace values and influence the culture and environment. Working in the heart of downtown, we take time to enjoy the amenities and community around us; through participation in our own programs, staff celebrations, and the numerous events located downtown. We offer a 35-hour work week, subsidized transit passes, “Furry Fridays” (bring your pet to work days) and early access to information about fun things happening in the heart of the city! Our organization’s success is powered by our passionate team. Downtown is moving forward – be a part of the team at the centre of the action!

The Downtown Winnipeg BIZ is committed to equity, diversity, and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until suitable candidates have been selected.**

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.