



CANADIAN DENTAL ASSOCIATION

The Canadian Dental Association (CDA) is seeking a **Government Relations Associate** to join its Governance & Advocacy team on a full-time basis.

The Government Relations Associate provides support to CDA's Head of Governance & Advocacy. The Associate assists the Governance & Advocacy team by providing support on initiatives that influence positive policy outcomes for the dental profession and advance the oral health of Canadians.

The primary focus of this role is;

- to assist in developing and maintain strong relationships with key federal decision makers, including Ministers, Members of Parliament, Senators as well as their staff and public service officials;
- to monitor, track, and report on current issues, media reports, government activities, and parliamentary proceedings, as well as providing relevant insight and analysis;
- to assist in preparing backgrounders, reports, position papers, on issues pertinent to dentistry and oral health;
- to support the organization and coordination of CDA's annual Days on the Hill event as well as other meetings and outreach events throughout the year; and
- to provide support to the CDA Board and relevant CDA committees, working groups, task forces, or project teams on matters relating to advocacy and government relations.

Qualifications:

- Undergraduate degree in a relevant field of study; A Masters degree would be considered an asset
- 1-3 years of experience in government relations or politics
- Experience working or interning for a Minister, MP, Senator would be considered a significant asset
- Bilingualism is preferred and familiarity of health policy would be considered an asset

Experience

- Strong knowledge of federal politics and current affairs
- Understanding of parliamentary procedure and the structure and processes of the federal government
- Experience with coordinating meetings and producing associated documents (agendas, minutes, reports)
- Excellent writing and interpersonal skills
- Professionalism and judgment to communicate effectively with both internal and external stakeholders
- The ability to multi-task while maintaining an above-average attention to detail is essential
- Advanced knowledge of MS Word and proficiency in Microsoft Outlook, Excel and Powerpoint

Deadline for applications is March 18, 2022, only applicants who are selected for an interview will be contacted. We thank everyone for their interest.

As part of its commitment to Employment Equity, CDA encourages applications from qualified members of the five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and LGBTQ2+ people. Accommodations are available on request for candidates taking part in all aspects of the selection process. CDA offers a competitive salary and an excellent benefits package.

To apply for this full-time opportunity, please forward your résumé with a covering letter to: CDA Human Resources, 1815 Alta Vista Drive, Ottawa, ON K1G 3Y6 or via the e-mail address: hr@cda-adc.ca.