

Sherwood Park & District Chamber of Commerce

POLICY COORDINATOR

The Sherwood Park & District Chamber of Commerce is a member-driven organization that provides value to its 1100 plus members as a place for business to meet, learn and speak. In conjunction with the Executive Director, the Policy Coordinator will develop policy positions to ensure the Chamber is a "must belong to organization" and "the voice of business" in the Sherwood Park area. The Successful candidate will have a strong understanding of government legislation ability to interpret existing policy and have the desire to change such laws to improve our members ability to do business with all levels of the government.

Duties will include:

- Analyzing, researching, developing and communicating all policy resolutions and advocacy/policy positions
- Working with our Government Affairs Committee to identify potential policy opportunities and research emerging issues that reflect the concerns of our members
- Monitoring legislation at a municipal, regional, provincial and federal level to identify advocacy and policy opportunities for the Chamber, in conjunction with the Executive Director
- Attending conferences where appropriate, as well as designated Chamber events
- Working with a team approach on collaborative projects with fellow staff and volunteers, as well as acting as an ambassador for the Sherwood Park/Strathcona County business community

Skills & Abilities required for success in this position:

- Computer program literacy and proficiency in MS Word, Excel, Outlook & PowerPoint
- Strong analytical and people skills
- Ability to prioritize assignments and time commitments to meet on-going deadlines
- Knowledge of the Sherwood Park/Strathcona County businesses community
- Ability to create and articulate subject specific policies that are clear, to the point, and understandable.

This employment opportunity is a full time position; Monday to Friday with occasional evening and weekend event responsibilities. Interested candidates are invited to forward their cover letter and resume to Todd Banks at tbanks@sherwoodparkchamber.com. We thank all interested applicants, however, only those selected for an interview will be contacted. Applications will be accepted until January 11, 2019.

