



PROVINCIAL COORDINATOR, Advocacy and Government Relations
Full Time Permanent

ABOUT THE POSITION

Working within the Advocacy and Education department, the Provincial Coordinator, Advocacy and Government Relations focuses on building relationships with elected officials to advance the Society's advocacy agenda. The role builds strategic partnerships with key stakeholders across B.C., designs effective campaigns and creates meaningful opportunities for public dialogue on issues impacting people living with dementia.

ABOUT YOU

You possess a Post-secondary degree in a related field preferred (e.g. public policy, government relations, political science, public health, gerontology, or equivalent), as well as 3-5 years relevant experience.

- Proven ability in understanding the operation of government and legislative process
- Previous experience with the development and implementation of legislation and government policy.
- Previous experience with policy analysis and work to effect policy change.
- Previous experience with the health care system or working with people with dementia and caregivers is considered an asset.

TECHNICAL COMPETENCIES

- Superior writing skills required. Must be proficient and highly efficient in creating content for a variety of audiences.
- Familiarity with acts, policies and legislation governing the operation of political bodies such as the Legislative Assembly, the Standing Committees, and the Cabinet.
- Knowledge of government processes, including policy development, financial planning, and public consultation and basic theories, principles and methods of analysis.
- Advanced working knowledge of systemic advocacy, including knowledge of political systems and public policy processes.
- Experience with issue advocacy, research and information gathering. Knowledge of issues relating to dementia considered an asset.
- Strategic thinking skills required to lead social change and engagement projects. Strong critical thinking skills and reliable judgement are needed to succeed in this position.
- Excellent interpersonal and oral communications skills, including a strong ability to establish rapport and credibility with all stakeholders.
- Proficiency in MS Office, including Word, Excel and Outlook.
- Experience with Raiser's Edge/NXT an asset.

RESPONSIBILITIES/ACCOUNTABILITIES

- Provides advice on and insights into provincial government proceedings and influencing government priorities and process.
- Provides advice to the Society and creates and implements a comprehensive advocacy and government relations strategy.

- Creates and implements province-wide advocacy campaigns and strategic initiatives.
- Develops and nurtures effective relationships with elected officials, government staff, government committees and other key stakeholders.
- Identifies and organizes key events/activities for government engagement to increase awareness about dementia and promote the Society's priorities.
- Develops presentations, funding proposals, responses to consultations and submissions to government partners.
- Assesses, builds and sustains a network of strategic relationships to engage grassroots advocates, community partners, influencers and decision makers.
- Tracks milestones and progress of government relations and advocacy activities;
- Oversees process to identify and report on lobbying activities to ensure compliance with *Lobbying Transparency Act*.
- Working with the Provincial Coordinator Public Policy Analyst, develops the Society's position in response to legislative and policy changes or positions released by key stakeholders
- Works with the Provincial Coordinator Public Policy Analyst to advocate our policy positions in different forums.
- Ensures the voices of lived experience, including caregivers and people living with dementia, are engaged in advocacy initiatives
- Represent the Society on advisory committees, consultations, working groups, and other engagement opportunities.
- Other duties as required to meet the needs of the role in relation to departmental goals

CORE COMPETENCIES

Thinking:

Innovation: Generating novel and creative solutions to problems that will result in improved performance, better outcomes, high productivity, etc.

Decisive Judgment:

Making good decisions in a timely and confident manner

Adapting to Change: Adapting to changing situations and restructuring tasks and priorities as changes occur within the business and organization

Working:

Planning and Organizing: Effectively organizing and planning work according to organizational needs by defining objectives and anticipating needs and priorities

Delivering Results: Maintaining a high level of commitment to personally getting things done

Continuous Improvement: Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output

Customer Service: Recognizing and understanding customers' needs and delivering in a manner that exceeds customers' expectations

Resilience: Effectively dealing with work related problems, pressure and stress in a professional and positive manner

Relating:

Teamwork and Collaboration: Effectively working and collaborating with others toward a common goal

Influencing and Persuading: Convincing others to adopt a course of action

Motivating Others: Inspiring others to perform well by actively conveying enthusiasm and a passion for doing a good job

Relationship Management: Developing and maintaining positive relationships with individuals outside their work group

Negotiation: Identifying the needs and motives of both parties involved and working toward mutually beneficial agreements

Interpersonal Communications: Communicating clearly and effectively with people inside and outside of the organization

Other Requirement: Ability to travel occasionally. Some evening and weekend work is required. Flexibility with regards to scheduling is expected.

Why Work For Us?

The Alzheimer Society of B.C. is the leading charity in supporting people who are living with dementia, their caregivers and families. While we're working toward a future without dementia, until that day comes, we are working to ensure that people affected by dementia get the support they need to live the best life possible.

We offer a flexible, hybrid work environment, including opportunities for a nine-day fortnight. We also offer:

- Excellent employee benefits package, including a Health and Wellness spending account.
- Competitive salary range of \$59,800 to \$74,700.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Professional Development opportunities.
- Generous leave provisions (4 weeks vacation, personal days, etc.)
- 13 paid statutory holidays a year.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported, and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

EMAIL (Only PDF or Word documents are accepted)
your resume and a cover letter that details how your experience and qualifications match this opportunity.

Interested candidates are encouraged to apply as soon as possible. The position will remain open until filled. Thank you.

Human Resources
Alzheimer Society of B.C.
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Thank you for your interest in the work of the Society. Please note only applicants who are selected for an interview will be contacted directly.

To find out more about the Alzheimer Society of B.C., our work, mission and programs, and First Link®, visit: www.alzheimerbc.org



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