



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates Billy Bishop Toronto City Airport, the Port of Toronto, and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront.

If you are looking for an exciting and challenging opportunity and a chance to make an impact, PortsToronto has the following full-time contract opportunity awaiting you:

GOVERNMENT RELATIONS SPECIALIST

****1-YEAR CONTRACT****

As a member of the Communications team, the Government Relations Specialist will play a key role in supporting PortsToronto's strategic engagement with all levels of government, political parties, and key external stakeholders. Reporting to the Director, Government Relations and Stakeholder Affairs, the Specialist is responsible for supporting targeted advocacy initiatives, monitoring legislative developments, and fostering productive relationships that advance PortsToronto's priorities. The Specialist will contribute to the development of government relations strategies, coordinate outreach activities, prepare key communications materials, and ensure alignment across departments to support PortsToronto's role as a city-builder and steward of Toronto's waterfront.

DUTIES & RESPONSIBILITIES:

- Assist in the development and execution of government relations and stakeholder engagement strategies under the direction of senior leadership. Prepare policy summaries, briefing notes, advocacy letters, and other materials to advocate to government decision-makers.
- Support the Director of Government and Stakeholder Relations in preparation for government meetings, industry roundtables, community events, and political functions, and represent PortsToronto at meetings as needed.

- Track and analyze government programs, legislative, regulatory, and policy developments that may impact PortsToronto, and prepare timely updates and recommendations for review and approval by senior management.
- Conduct environmental scans and stakeholder mapping to inform engagement strategies and identify opportunities or risks.
- Plan and support internal and external events involving government and key stakeholders, ensuring messaging and ongoing advocacy efforts are aligned.
- Develop and support events that support PortsToronto's priorities across the organization including, industry events, stakeholder receptions, business unit tours, etc.
- Draft and prepare high-quality briefing notes, correspondence, formal submissions, and presentations for senior leadership and external stakeholders, following established protocols and messaging strategies.
- Collaborate closely with internal departments to ensure consistent messaging and alignment with government relations activities as directed.
- Assist the Director of Government and Stakeholder Relations in building and maintaining productive relationships with elected officials, political staff, government agencies, industry partners, and other third-party stakeholders.
- Coordinate project-based advocacy campaigns, ensuring timely execution and alignment with broader communication efforts.
- Maintain records of engagement activities and prepare reports to evaluate the effectiveness of government relations initiatives.

ABILITIES & QUALIFICATIONS:

- Minimum 3 to 5 years of experience in government relations, public affairs, or political settings (e.g., working for an elected official, political party, government agency, or GR consultancy).
- Post-secondary education in a relevant field (political science, public administration, communications, law, etc.) or equivalent professional experience.
- Strong understanding of the political landscape and legislative processes at the federal, provincial, and municipal levels.
- Exceptional written and verbal communication skills, including experience drafting briefing materials, reports, and presentations.
- Strong organizational, time management, and administrative skills.
- Ability to quickly assimilate information, analyze data and be able to provide strategic advice and guidance.
- Proven ability to build and maintain professional relationships with a diverse range of stakeholders.
- High ethical standards, tact and diplomacy are essential.
- Ability to think and act strategically, creatively, and dynamically.
- Must be confident with public speaking and interacting with officials.
- Experience managing advocacy campaigns or policy projects is a strong asset.
- Proficiency with Microsoft 365 tools (Outlook, Word, PowerPoint, Teams).
- Bilingualism (English/French) is an asset, particularly for engagement at the federal level.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com

In the subject line, please quote: **“GOVERNMENT RELATIONS SPECIALIST”**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.

*To learn more about PortsToronto and the exciting work we are doing
to be a city-builder and transform Toronto's waterfront, please go to www.portstoronto.com*