

Government Relations Specialist

The Heating Refrigeration and Air Conditioning Institute of Canada, L4W 5G9

The extremes of Canada's outdoor climate make to the work of the heating and cooling industry – Canada's "indoor climate experts" -- essential to maintaining comfortable living and working conditions in this country. And as the climate changes, the role of this industry has become even more critical as a provider of energy-efficient, low carbon solutions that Canadians are seeking.

We're the [Heating, Refrigeration and Air Conditioning Institute of Canada \(HRAI\)](#) and, if you care about making life in Canada better, you'll want to work with us. Founded in 1968, we advocate for a safe, competent, highly skilled and responsible industry, where indoor heating, refrigeration, and cooling systems are designed, installed, and serviced by qualified professionals.

We're a nonprofit national trade association that represents member companies in the heating ventilation, air conditioning and refrigeration industry. Our members include wholesalers, manufacturers contractors, and other professionals with an interest in the industry.

We're looking for talented and committed bilingual (French and English) individuals to join our government relations and advocacy team and deliver a high level of satisfaction for our members. We hope this search ends with you.

Government Relations Specialist

In this role, you'll liaise directly with members, provincial government representatives, and stakeholders to build HRAI's ability to address the public policy and government relations needs of its members. You'll perform a range of activities that will allow you to flex your analytical, compliance, and customer service skills, to align our activities with member needs.

You'll utilize your strong written communication skills to draft communications, including industry briefs, position statements, and other reports on a regular basis. You'll also use your exceptional verbal communication skills to represent the HRAI to government and stakeholder groups, industry committees, chapters, and internal boards across Ontario.

Practically speaking, you will:

- Communicate and engage with policymakers, government representatives, stakeholders, and association members regarding products, services, and key priorities
- Monitor and report on legislative and regulatory activities of key provincial government departments to maintain consistent standards
- Assist the Vice President in developing provincial policy agenda and priorities as well as organize advocacy activities (e.g., discussion forums and roundtables, campaigns, committees, etc.)
- Develop effective GR communication strategies, and seek appropriate platforms and opportunities for the HRAI experts to communicate our message

- Create and prepare written materials (e.g., language for policy, budget, legislative and regulatory submissions, comments, letters of support, reports, etc.)
- Collaborate with the team to align policy and advocacy efforts to directly meet the needs of our members, and collaborate with the marketing and communications teams to prepare policy briefings and other documentation for boards and senior staff
- Travel across the GTA and surrounding areas in Ontario as needed for weekly or monthly chapter meetings and other key events

You're detail-oriented and able to find creative solutions to complex problems. You'll leverage your communication skills to clearly and effectively enforce policy and help continue to drive our mission forward. Finally, you'll apply your customer service ethos by building and sustaining long-term and mutually respectful relationships with our members.

Working with the HRAI

Our cohesive team is service-oriented, transparent, and passionate about meeting our member needs. We believe in an open, honest, results-oriented business approach. Our team is also learning oriented, open to change, and enjoys the variety in the work that we do.

This is a full-time, permanent position working out of our Mississauga office. This position offers a competitive annual salary of \$70,000-\$80,000 commensurate with experience, including a comprehensive medical benefits package, mileage compensation when travelling, and 3 weeks of paid vacation time. Our office hours are from 8:30am-4:30pm, with flexibility as needed. At times, you'll be required to attend chapter meetings or other events occurring outside of your regular working hours.

Qualifications

- 2-5 years of policy, advocacy, public administration or public affairs experience
- Any relevant experience at Queen's Park would be an asset
- Bachelor's degree in history, political science, policy, public administration, public affairs or a related field
- Ability to fluently speak, read, and write French and English
- Experience drafting and presenting industry briefs, position statements and reports on a regular basis for government officials, stakeholders, and the public
- Experience with or understanding of environmental issues (e.g., air quality, climate change) and the role of industry in advocating for change would be an asset
- Knowledge of or experience in the HVACR industry would be an asset
- Master's degree in a related field would be an asset
- CSAE accreditation would be an asset

If this sounds like you and you're ready to use your policy and government relations experience to align our strategies with our member needs, we can't wait to hear from you.

How to Apply

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us using the “Help” button.

We will review applications, **with priority given to those who have completed the assessment** and look forward to hearing from you.

Click on the following link to start the application process:

<https://pivotalhr.fitzii.com/apply/40264?s=fc>

