

## **POLICY ANALYST HOTEL ASSOCIATION OF CANADA**

### **OVERVIEW**

The Hotel Association of Canada (HAC) is the leading voice of the Canadian Hotel & Lodging industry. For over 100 years, it has worked to enhance the prosperity of the Industry through strong member engagement, effective advocacy, and the provision of value added programs and services. The Hotel Association represents more than 8,226 hotels, motels and resorts that encompass the \$19.2 billion Canadian hotel industry which employs 304,000 people across Canada.

Our members are an important part of the HAC network; a network that encompasses hotel owners, management companies, brand companies, provincial and city associations, industry suppliers, educators and students.

Under the leadership of a new President, the association has undergone a transformation over the last year and a half. With a new vision, the association has reinvigorated its membership and delivered significant results over a short period of time.

HAC is focused on two key advocacy issues: fair rules for the Short-Term Rental industry (Airbnb) and the need to address the industry's critical labour shortage. HAC's Short-Term Rental strategy includes a focus on municipal regions where new regulations are being considered for online platforms like Airbnb. In parallel, a federal strategy is being executed to secure a fairer taxation regime for online accommodations businesses who are competing with established bricks and mortar operators, like hotels.

On the labour file, HAC will be launching a new program this summer to mobilize new Canadians into available hotel jobs. This role will assist with the coordination of this project with HAC's delivery partner, Tourism HR Canada.

### **THE CHALLENGE**

Reporting to the Director of Government Relations, and in collaboration with the association's communications staff, you will assist with the analysis and drafting of policy documents as it relates to the association's advocacy priorities. Your role will also include research, coordination of meetings, liaison with the media and logistical support on projects. Among other tasks, you will monitor legislative and political developments on key files and identify strategic opportunities to advance our policy agenda.

## REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Solid understanding of political process;
- Experience working in the government relations field;
- Superior communication skills;
- Strong writing and policy analysis abilities;
- Ability to relate to officials, politicians and convey key messages;
- Proven ability to communicate key ideas to diverse audiences;
- Experience in planning events, juggling schedules and attention to detail;
- University degree in Political Science or a related field;
- Excellent use of Office suite;
- Self-motivated and takes initiative, you will thrive in a busy office with competing priorities
- Ability to work seamlessly within a team and engage collaboratively with members and stakeholders

## DESIRABLE SKILLS AND EXPERIENCE

- Experience in policy development with both government and elected officials;
- Experience coordinating and managing projects;
- Experience with social media and/or campaigning;
- An established network of political contacts.

## HOW TO APPLY AND PROCESS

Please submit your CV and cover letter quoting “Policy Analyst” to Alana Baker, Director of Government Relations at [abaker@hotelassociation.ca](mailto:abaker@hotelassociation.ca).

Only candidates selected for an interview will be contacted. The competition closes on June 15<sup>th</sup>, 2018. Interviews will be held in late June, for a start date of mid-July.