



## **Policy Analyst Supply-Build Canada**

Supply-Build Canada has an exciting and NEW opportunity for a Policy Analyst. This newly developed role on the Policy and Government Relations team is responsible for supporting the development and implementation of advocacy strategies, shaping public policy, and building relationships with government officials, members, stakeholders, and industry partners. Join our professional team and help make a difference!

### **Position Overview:**

The Policy Analyst reports directly to the President and plays a key role in Supply-Build's policy, advocacy, and government relations work. The successful candidate will support advocacy efforts through research, policy analysis, and stakeholder engagement to address key issues impacting the building supply and construction industries.

### **Key Responsibilities:**

#### **Advocacy and Policy Analysis**

- Prepare materials to support advocacy initiatives including research papers, position papers, jurisdictional scans, talking points, policy recommendations, and key messages.
- Track and monitor relevant policy and advocacy issues at the local, provincial, and national levels.
- Conduct research to support submissions, advocacy strategies, and policy recommendations.
- Assist in developing and implementing advocacy strategies.

#### **Stakeholder and Member Engagement**

- Gather feedback from members on policy priorities and challenges, including working with our Government Relations Committees.
- Liaise with stakeholders including government staff, elected officials, and other stakeholders to support Supply Build's advocacy efforts.
- Assist in the planning and execution of Legislative Days for members, including preparation of materials and logistics.

#### **Communication and Outreach**

- Develop content for weekly newsletters, websites, and other communication channels to inform members about policy developments, advocacy activities, and industry updates.



- Draft briefing notes, summaries, memos, policies positions, etc. for members and key stakeholders.

## **Administrative and Committee Support**

- Provide administrative support for the Government Relations Committee and subcommittee(s), including scheduling and agenda preparation.
- Assist with coordination of committee(s) including maintaining up-to-date committee list(s), timely follow-up on action items, and distributing meeting materials.

## **Qualifications:**

- A degree in political science, public policy, urban planning, or related field.
- Familiarity with municipal, provincial and federal government processes, or previous work experience with an industry or member-based association is an asset.
- Strong relationship-building and interpersonal skills.
- Strong research and analytical skills, with the ability to synthesize complex information.
- Excellent writing and communication skills, with strong attention to detail.
- Effective organizational and time management abilities.
- Interest or experience in policies that impact small business, manufacturing, development finance, or urban planning.
- Ability to work collaboratively in a team-oriented environment and take initiative on projects.

## **How to Apply:**

If you are excited about this opportunity to work on a small but mighty dynamic team and meet the qualifications, submit your resume and cover letter outlining your interest, experience, and salary expectations to [lkovach@supplybuild.ca](mailto:lkovach@supplybuild.ca).

We thank all candidates for taking time to apply, however, only those selected for an interview will be contacted.

**Job Type:** Full-time

**Work Location:** In person in Winnipeg

## **Additional Benefits:**



# Supply-Build Canada

Formerly the Western Retail Lumber Association

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- Generous vacation time.
- Summer Fridays.
- Health and dental benefits.
- Matched group RRSP program.
- Staff activities.
- Free parking.

Supply-Build Canada is leading a stronger building materials industry through education, workforce development, member partnerships, and government advocacy. With over 135 years of history as an association, and deep roots in Western Canada, our members manufacture, distribute, and sell every material necessary to build Canada's homes and businesses.

Company website: [www.supplybuild.ca](http://www.supplybuild.ca)



Your partner in business. Leading a stronger building materials industry.