



The Business Voice Of Europe

Job Description – Advocacy/policy officer

ABOUT EUCCAN

Supported by the Delegation of the European Union, the EU Chamber of Commerce in Canada (EUCCAN) acts as the business voice of the EU in Canada. It is a key resource and main point of contact for EU businesses in Canada and for EU businesses seeking to enter the Canadian market.

EUCCAN advocates for EU companies at all levels of government (municipal, provincial, and federal), identifying challenges and opportunities of doing business in Canada, addressing common affairs and voicing business interests and recommendations to the EU and Canadian governments. To support these actions, we will start facilitating industry committees. EUCCAN is a fully remote organization.

ABOUT THE JOB

Working under the supervision of the Executive Director, the Advocacy officer will actively contribute to the advocacy mandate of the organization as regards understanding the challenges and opportunities of EU companies doing business in Canada and vice-versa, monitoring, analysing and reporting on trade policies, and promoting EU-Canada business relations.

The successful candidate will have strong analytical and problem-solving skills and a strong capacity to analyse, to structure and to communicate technical or specialised information; will have an interest in EU and Canada trade/investment relations; and will enjoy working independently, as part of a small and strongly motivated team in a fast-paced multicultural setting.

JOB DESCRIPTION

ADVOCACY

With the support of the Executive Director (and the event coordinator when relevant)

Industry/Thematic committees:

- Identify key participants
- Prepare agenda
- Take notes during the meeting
- Write reports for internal purposes and article/position papers for external purposes

Events (CETA related or others):

- Identify needs in terms of event topic
- Prepare agenda
- Identify key speakers and moderators
- Write short article for external purposes

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POLICY/COMMUNICATION

- Observe, monitor and draft regular and timely analyses and reports on Canadian/EU policy orientations and developments
- Prepare replies to relevant external requests for information
- Provide input to EUCCAN's information and communication activities (Newsletter, op-eds, website, etc)

OTHERS

Any other task requested by the Executive director related to advocacy.

EDUCATION

A University level degree in Economics, Environment, Political Science or Law

EXPERIENCE

- A minimum of two years of relevant professional experience, related to economics, trade, political science, or law;
- Previous experience in an international chamber of commerce, an international trade organization or trade section in a diplomatic mission;
- Experience within the EU/Canadian trade sphere or proven knowledge related to EU-Canada trade and economic relations.

SKILLS

- Strong analytical and problem-solving skills and a strong capacity to analyse, to structure and to communicate technical or specialised information; good drafting skills;
- Capacity to establish and develop contacts with a diversity of interlocutors, in particular in companies and governments;
- Ability to work in a small team, combined with the ability to work in a proactive and autonomous way, with a strong sense for priorities;
- High sense of responsibility, rigor, reliability and confidentiality;
- Excellent command of English. French would be a strong asset.

REQUIREMENTS

- Laptop or computer with a hard-wired internet connection
- Fully remote position

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- Ability to work with EST and CET time

JOB TYPE

Contract basis:

- 35 hours/week starting December 2021 until end of April 2022 with a possible one-year extension (until May 2023)
- Rate per hour depending on experience.

Send your resume and cover letter to info@euccan.com before November 26th 2021 5pm EST.