

<b>Job Title:</b>	Government and Airport Relations Manager	<b>Job Category:</b>	Management
<b>Location:</b>	Remote within Ontario	<b>Travel Required:</b>	Yes
<b>Benefits/ Pension</b>	Yes	<b>NOC Code</b>	0423
<b>Probation Period</b>	12 Months	<b>Responsible To</b>	CEO
<b>Remuneration / Salary Range:</b>	\$50,000	<b>Position Type:</b>	Full-Time, Permanent (37.5hrs/week)
<b>External posting:</b>	N/A		

**Job Description**

**THE ASSOCIATION**

The Airport Management Council of Ontario (AMCO) is the senior provincial advocate of airport owner and operator organizations in Canada. Our organization represents the interests of the owners and operators of airports and aerodromes in the province of Ontario and promotes the safe and efficient operation of these facilities. Staying true to our mission objectives, our organization makes every effort to be the unified voice of the airport industry in Ontario and to be a representative of member interests on the local, provincial, and federal levels of government.

**THE POSITION**

This position requires a candidate who is comfortable with government relations advocacy and stakeholder relations in pursuit of a safe and efficient airports system in Ontario. Reporting to the CEO, you will work to support AMCO member committees; monitor and analyze government legislation and regulation; participate in government consultations; develop policy submissions; implement data management strategies; and other emerging issues in pursuit of a safe and efficient airports system in Ontario!

**KEY RESPONSIBILITIES**

The Government and Airport Relations Manager performs a wide range of duties including some or all of the following:

*Government relations/advocacy*

- Act as a spokesperson for Ontario's Airports
- Establish good working relationships and collaborative arrangements with AMCO's stakeholder community which includes our members, politicians, government officials and regulators, and other industry associations
- Raise the profile of the association and support the organization in achieving its objectives on effective government relations approaches and strategies with elected and appointed government decision-makers through outreach, education, and engagement
- Maintain a high level of involvement in industry associations and activities to ensure that Ontario's Airports interests are represented.
- Communicate with members both to keep them informed of the work of the organization and to identify changes/issues in the industry/community served by the organization
- Prepare position papers, submissions, and presentations to government and public agencies, letters to ministers and key officials, briefs, speaking points, consultation submissions and other content outlining the industry's position on key issues

- Identify and advise on key policy areas requiring attention and investigation related to the industry, and create reports on their possible impacts or benefits
- Advocate on critical issues, both independently and as part of coalition and association efforts, to influence government policy
- Organizes events to reach elected officials. Attends functions and meetings on behalf of AMCO

*Administration of Member Programs*

- Respond to airport member inquiries and administer the Airport Is Asking program
- Manage internal committees and networks, including but not limited to, Government Relations Committee, Transport Canada Civil Aviation Committee, and Regional Working Groups. This includes facilitating meetings and undertaking post-meeting actions to deliver value to members.
- Source articles and create the bimonthly online magazine (Ezine)
- Provide insight and ideas for timely event speaker sessions/topics
- Participate in membership drives, recruitment campaigns, and promote membership and its benefits
- Ensure social media is active and up to date
- Other tasks as assigned

**WHO YOU ARE**

The successful candidate will be an excellent written and oral communicator who is comfortable in a variety of situations. The candidate must be organized, efficient, and can build strong relationships and work both independently and collaboratively in a team environment with both internal and external parties. The ideal candidate has experience working in advocacy at various government levels and leading/facilitating groups and committees.

*Education and Experience*

- University degree or college diploma in a related field
- Courses or experience in aviation management are considered a strong asset
- Government relations experience is considered a strong asset
- Association experience is considered an asset
- Proficient in the use of databases, social media, Microsoft Office and other programs

*Personal characteristics*

The Government and Airport Relations Manager should demonstrate competence in some or all of the following:

- Professional manner
- Comfortable speaking in group settings
- Relationship building
- Effective communication
- Working cooperatively and effectively with others to set goals, resolve problems, and make decisions
- Setting priorities, developing a work schedule, monitoring progress, and tracking details/ data/ information/ results
- Understanding of policy/legislative processes and political dynamics
- Strong research, analytical, and critical thinking capabilities

- Ability to learn quickly

### **WORKING CONDITIONS**

- The Government and Airport Relations Manager will often work in a home office environment but the advocacy efforts may sometimes take them to non-standard workplaces.
- The Government and Airport Relations Manager will usually work a standard work week but may be required to work some evenings or weekends while travelling.
- Some travel within Ontario/Canada will be required

### **WHAT WE OFFER**

- Salary
- Benefits
- RRSP Matching
- Three weeks of vacation to begin, with a plan for increased vacation over time
- Paid sick days
- Annual CPI raises with potential for additional performance-based raises or bonuses

Interested applicants should send their resume, and a cover letter that is no more than one (1) page as soon as possible, as the position is open until filled with a start date to be agreed upon between the employer and successful candidate. AMCO reserves the right to interview candidates at any time. We thank all candidates who apply, however, only those selected for an interview will be contacted.

**Do you not meet every single requirement, but still think you are a good fit?** At AMCO we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate!