

## **Public Affairs Specialist**

HOPA Ports is seeking a smart, entrepreneurial, problem-solver to join our growing team. In this role, you will learn about HOPA's business and identify ways to align our objectives with those of governments and communities. You'll maintain close contact with elected officials, government staff and community organizations to identify issues and opportunities. You will support cross-functional project teams in the preparation of infrastructure funding applications. And you'll develop and implement government relations strategies that help HOPA deliver on its mandate to grow Canadian trade and economic prosperity.

The successful candidate will have a background in policy analysis and development, excellent communication and presentation skills, and the ability to work effectively in a fast-paced environment.

## **Responsibilities**

- Analyze and develop policy positions on key issues affecting HOPA business
- Develop and maintain relationships with key stakeholders, including government officials and industry partners
- Provide advice on policy issues and advocacy strategies
- Identify and analyze project funding opportunities that may be open to HOPA and/or our port users; quarterback the development of funding applications
- Prepare presentations and briefing materials
- Develop an in-depth understanding of the policy landscape as it applies to HOPA business, and the industries of our key stakeholders (steel, agriculture, construction materials, fuels)
- Develop an in-depth understanding of HOPA's communities of operation and high-priority stakeholder issues
- Conduct regular check-in meetings with municipal officials, facilitate community meetings, and proactively manage local issues
- Work with industry associations to ensure HOPA policy priorities and messages are supported

## **Requirements**

- University degree in a relevant field
- Proven experience in policy analysis, development and/or advocacy
- Experience with the legislative process, ideally at the federal level
- Strong research and analytical skills
- High degree of curiosity
- High degree of tact and diplomacy
- Relevant first-hand experience with government
- Proven ability to work in a non-partisan way with all elected officials and civil servants
- Excellent verbal and written communication skills, and the ability to distil complex subjects for public and policymaker audiences
- Ability to manage multiple competing priorities and externally-imposed deadlines
- Knowledge of Hamilton, Oshawa and/or Niagara, Ontario, their civic landscapes, community organizations and media markets considered an asset
- French language skills considered an asset



HAMILTON  
OSHAWA  
PORT  
AUTHORITY

### **Compensation**

Starting salary of \$65,000-\$69,000, plus annual bonus. HOPA offers a defined contribution pension plan and health benefits; education support; charitable donation matching and more. HOPA offers a hybrid work model, subject to an onboarding period and requirements of the role. This role is primarily based in Hamilton and will require occasional travel to our facilities and stakeholder locations in Ontario.

### **About HOPA**

Recognized as one of Hamilton-Niagara's Top Employers for four years running, HOPA is a small but mighty team of approximately 70 staff. Together we manage Ontario's largest and most successful port network, and we strive to do our job in a way that protects the environment and enhances our community. Learn more about us: [hopaports.ca](http://hopaports.ca).

### **Everyone is welcome**

As part of our commitment to inclusivity, diversity, equity and accessibility, our goal is a workforce that reflects the communities we serve. We welcome all qualified applicants to apply including individuals with disabilities, those who identify as Black, Indigenous or persons of colour, members of the LGBTQ2S+ community and others. We are happy to honour accommodations at any part of the recruitment process and invite you to let us know how we can help.

**To apply for this role, email [jobs@hopaports.ca](mailto:jobs@hopaports.ca) with your resume by June 9, 2025. Please include a cover letter addressing your experience as it relates to the role.**

We thank all applicants; only those selected for an interview will be contacted.