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## Senior Advisor, B.C. Policy and Strategic Outreach

### About CAPP

The Canadian Association of Petroleum Producers (CAPP) is a non-partisan, research-based industry association that advocates on behalf of our member companies, large and small, that explore for, develop, and produce oil and natural gas throughout Canada.

Our associate members provide a wide range of services that support the upstream industry. CAPP's members produce nearly three quarters of Canada's annual oil and natural gas production and provide more than 400,000 direct and indirect jobs in nearly all regions of Canada. In 2022 across Canada, our industry contributed \$111 billion to the Gross Domestic Product (GDP) in addition to paying \$45 billion in taxes and royalty payments. CAPP is a solution-oriented partner and works with all levels of government to ensure a thriving Canadian oil and natural gas industry.

We strive to meet the need for safe, reliable, affordable and responsibly produced energy, for Canada and the world. We are proud to amplify industry efforts to reduce GHG emissions from oil and gas production, and support Indigenous participation and prosperity.

### Position Summary:

The Senior Advisor, B.C. Policy and Strategic Outreach, plays an important role within the Regulatory and Operations team, spearheading efforts to enhance visibility and understanding of the upstream oil and natural gas sector with stakeholders in British Columbia. This multifaceted role involves developing and executing comprehensive outreach strategies to engage a variety of stakeholders, including chambers of commerce and business groups, as well as municipal, provincial and Indigenous government officials. The Senior Advisor ensures alignment with CAPP's priorities by fostering enduring relationships and partnerships and incorporating external perspectives and priorities into the organization's agenda.

In addition to leading outreach initiatives, the Senior Advisor provides crucial support to the broader Regulatory and Operations team by contributing to CAPP's advocacy on policy and regulatory matters. A keen policy acumen is essential, as the Senior Advisor leverages data, gathers input and distills member perspectives to formulate industry positions and solutions through the association's committee framework. Building and nurturing positive relationships with industry, government and regulatory agencies is also an integral aspect of this position.

This full-time role is based in B.C. and reports directly to the Manager, British Columbia Operations, who is based in Victoria. The preference for the location of this role is Vancouver or Victoria, with flexibility depending on the candidate.

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**Key responsibilities:**

- Collaborate with CAPP staff and members to formulate and execute outreach strategies to amplify CAPP's presence across B.C. Solicit input and align strategies to effectively enhance visibility.
- Identify strategic sponsorship opportunities in alignment with CAPP's objectives. Manage sponsorship agreements, oversee event logistics from setup to staffing and engage participants. Provide concise post-event reports highlighting key insights and value gained.
- Establish direct communication channels with stakeholders through diverse forums, formal and informal alike. Deliver impactful presentations to effectively engage and inform stakeholders.
- Collaborate closely with CAPP's Communications team to craft engaging presentations and speeches tailored for external audiences. Ensure messaging alignment with CAPP's overarching objectives and priorities.
- Work with CAPP staff and members to assess and articulate positions on critical policy issues within B.C. Ensure alignment with organizational objectives throughout the process.
- Monitor and analyze emerging and ongoing issues within the external landscape. Develop and implement integrated strategies to support and adapt outreach activities in response to evolving opportunities and challenges.
- Produce articulate and concise written materials, including briefings, submissions and meeting summaries tailored to various audiences.

**Qualifications and Experience:**

- Post-secondary degree in public policy, public relations, political science or related field.
- Minimum of seven years of relevant work experience, with a focus on strategic outreach, policy development or community engagement, showcasing a deep understanding of stakeholder dynamics and communication strategies.
- Robust understanding of Canada's natural resources sector, with experience in the oil and gas industry considered a significant asset, and providing valuable context and insight into industry-specific challenges and opportunities.
- Experience in working with Indigenous communities and stakeholder groups is advantageous, as is demonstrating an ability to build and maintain strategic and impactful working relationships.
- Proven experience in strategic outreach, community engagement or collaboration with municipalities, offering valuable perspectives on stakeholder dynamics and diverse viewpoints.
- Strong background in project coordination and ability to manage competing timelines to ensure the successful execution of initiatives and projects.
- Track record of excellence in event planning and project management, demonstrating the ability to organize and oversee events of varying scales with meticulous attention to detail and professionalism.
- Willingness to travel to CAPP's head office in Calgary and to rural and remote areas of B.C. as required, with flexibility in work hours to accommodate organizational needs and objectives.
- Must be legally eligible to work in Canada.

**Personal Skills and Qualities:**

- Strong interpersonal, presentation and written communication skills to enable effective interaction and collaboration with diverse stakeholders.
- Demonstrates initiative and drive to act independently, while also excelling in collaborative environments.
- Demonstrates a detailed understanding of complex industry topics in communication efforts.
- Strong and in-depth understanding of political dynamics in B.C.
- Exercises sound judgment and ethical decision-making in all tasks, with a focus on prioritizing team needs and fostering a positive work environment.
- Displays strong analytical skills to identify needs, opportunities and challenges, and recommends appropriate courses of action and responses.
- Possesses a keen eye for detail and accuracy, thriving in a fast-paced, deadline-driven environment while maintaining high-quality standards.
- Dedicated to upholding and enhancing processes, ensuring efficiency and effectiveness in all tasks and responsibilities.

**To Apply**

Forward your cover letter and resume in confidence to [jobs@capp.ca](mailto:jobs@capp.ca) referencing “Senior Advisor, B.C. Policy and Strategic Outreach” in the subject line. Applications will be accepted until the position is filled. We thank all those who apply; however, only candidates selected for an interview will be contacted.