



Technical Trade Policy Officer – Ottawa, Ontario

The Canadian Agri-Food Trade Alliance (CAFTA) and the Canadian Cattlemen's Association (CCA) seek a Technical Trade Policy Officer. The successful candidate will have a proven familiarity with trade policy and have good writing, analytical and organizational skills. The position is split between the CCA and CAFTA.

Job Description – CAFTA

Reporting to the Executive Director, the Trade Policy Officer will play an operational support role in backing the mandate of the organization.

The Trade Policy Officer will undertake the following;

- Assist in the monitoring of trade policy developments and related legislative matters
- Conduct broad research including on trade statistics, for preparation of trade policy materials (presentations, briefings, monthly newsletter, appearances before parliamentary committees etc.)
- Assist in the management of the CAFTA office and provide support for operations as needed in accordance with core competencies of the job
- Coordinate lobby meetings, communications and outreach

Job Description – CCA

Reporting to the Director of Government and International Relations the Trade Policy Officer will support CCA's domestic and international trade policy development and analysis

- Monitor international trade notifications and preparation of CCA response when required
- Maintain and monitor relevant trade data
- Develop and maintain country profiles
- Develop and disseminate trade policy materials (presentations, briefings, communications etc.)
- Foreign Trade Committee support in partnership with the Director
- Assist with events and lobby days as part of the CCA Government Relations Team

Desired Skills and Experience

Qualifications:

- Related university degree

- Experience conducting research and compiling data on a variety of topics for briefings and reports
- Strong computer skills in MS Office, especially in Excel
- Good written communication skills
- Previous desk research skills
- Knowledge of international trade, foreign affairs
- Assets: French

How to apply

Please send your cover letter and resume in one document to cciteau@cafta.org and jacksonf@cattle.ca Please indicate “Technical Trade Policy Officer- last name” in the subject line of your email. No phone calls please.

Work hours and pay

This is a full time position based in the shared CCA/CAFTA office in Ottawa, starting immediately. Limited travel may be required. Salary will be commensurate with experience.

Closing Statement

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

About CAFTA

The Canadian Agri-Food Trade Alliance is the voice of Canadian agri-food exporters, a coalition of national organizations that support a more open and fair international trading environment for agriculture and agri-food. CAFTA's members include producer organizations, processors, marketers and exporters from the major trade dependent sectors in Canada. Together, these sectors represent 90 per cent of Canada's agriculture and agri-food exports, about \$60 billion in business annually and an economic activity that support one million jobs across Canada.

About CCA

The Canadian Cattlemen's Association (CCA) is the national voice of Canada's 60,000 beef farms and feedlots. Founded by producers and led by a producer-elected board of directors, CCA works to address issues that concern Canada's beef producers.