

Clean Energy Association of British Columbia

Job Posting

Government Relations Advisor

Policy, Strategic Coordination and Communications Support

Organization	Clean Energy Association of British Columbia (Clean Energy BC / CEBC)
Reports to	Executive Director
Location	British Columbia / hybrid or remote arrangement to be confirmed
Employment type	Full-time or other arrangement to be confirmed
Compensation	To be confirmed

About Clean Energy BC

Clean Energy BC is seeking a Government Relations Advisor to support the Executive Director and team with policy monitoring, strategic coordination, member and partner engagement, committee support, and communications-aligned advocacy work. This is a supportive and coordination-focused role that helps CEBC advance its priorities while ensuring the Executive Director, committees, members, and staff have timely information, organized materials, and clear follow-up.

About the Role

Reporting to the Executive Director, the Government Relations Advisor will support the development, coordination, and implementation of CEBC government relations, policy, regulatory, and advocacy priorities. The role will help monitor legislation, regulations, policy issues, and sector developments; prepare briefing materials, presentations, and recommendations; support position and response letters; coordinate meetings and follow-up; and help align government relations work with CEBC communications and member engagement activities.

This is not intended to be a stand-alone lead government relations role. The position is designed to provide practical support, issue tracking, strategic coordination, and advice to the Executive Director, while working collaboratively with CEBC staff, committees, members, partner organizations, and external advisors where required.

Key Responsibilities

- **Support government relations planning:** Support the Executive Director and organization, in developing, coordinating, and tracking CEBC government relations and advocacy priorities.
- **Policy and regulatory monitoring:** Monitor provincial and federal legislation, regulations, policy proposals, regulatory processes, and sector developments relevant to clean energy.
- **Briefings and recommendations:** Prepare concise briefing notes, presentations, meeting materials, backgrounders, issue summaries, and recommendations for the Executive Director and relevant committees.
- **Meeting coordination and follow-up:** Support meetings with ministries, regulators, members, committees, partner organizations, and sector associations, including agendas, materials, notes, action items, and follow-up tracking.
- **Member and committee support:** Liaise with CEBC members, working groups, and committees to gather input, identify emerging priorities, and support member-informed policy and advocacy work.
- **Communications support:** Work with the communications function to help develop key messages, communications strategies, public-facing materials, and advocacy-aligned content.
- **External relationships:** Support relationship development and coordination with government, regulators, utilities, industry associations, First Nations, and partner organizations.
- **Written materials:** Draft and support position letters, response letters, consultation submissions, speaking notes, presentations, and other policy or advocacy materials.
- **Events and engagement:** Attend and support CEBC events, conferences, workshops, and member engagement opportunities, including helping identify policy topics, panel themes, speaker ideas, and follow-up opportunities.
- **Records and continuity:** Maintain clear records of activities, contacts, files, meeting outcomes, decisions, and follow-up items so organizational knowledge remains accessible.
- **Other duties:** Support related organizational priorities as assigned, based on CEBC needs and the successful candidate's skills and experience.

What We Are Looking For

- Experience in government relations, public policy, advocacy, regulatory affairs, stakeholder engagement, or a related field.
- Strong understanding of British Columbia government, public policy, legislative processes, regulatory processes, or clean energy issues.
- Excellent writing, briefing, research, analytical, and verbal communication skills.
- Ability to organize multiple files, track deadlines, coordinate meetings, and follow through on action items.
- Ability to work collaboratively with an Executive Director, staff team, members, committees, First Nations, government, regulators, utilities, and partner organizations.
- Strong judgment, discretion, professionalism, and ability to handle confidential or sensitive information appropriately.
- Ability to work independently while reporting regularly and meeting key deliverables.
- Proficiency with Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Ability to travel locally and attend multi-day conferences or events when required.

Education and Experience

- Post-secondary education in public policy, political science, law, communications, business, environmental studies, clean energy, or a related field is preferred.
- An equivalent combination of education and relevant experience may be considered.
- Approximately five years of related experience is preferred; candidates with a strong mix of policy, communications, coordination, and stakeholder engagement experience may also be considered.

Why This Role Matters

This position will help CEBC stay organized, responsive, and member-informed during a period of organizational transition and continued sector development. The successful candidate will help ensure that CEBC can continue supporting clean energy priorities, maintaining strong relationships, coordinating committee input, and preparing clear materials for the Executive Director, members, government, regulators, and partner organizations.

How to Apply

Please submit a resume and brief cover letter outlining your relevant experience and interest in clean energy, public policy, government relations, strategic coordination, and member engagement. Applications should be submitted to: **admin@cleanenergybc.org**

Equal Opportunity

Clean Energy BC is committed to respectful, inclusive, and professional working relationships. Candidates from diverse backgrounds and candidates with experience working with First Nations, clean energy, public policy, utilities, regulatory processes, or member-based organizations are encouraged to apply.