

Shape Ontario's Future: Two Senior Advisor Roles (Temporary - Potential for Permanent)

Join the [Association of Municipalities of Ontario](https://www.amo.on.ca) (AMO), the respected voice of Ontario's municipal governments. As a Senior Advisor, you'll play a pivotal role in informing provincial policy and advocating for the issues that matter most to local communities.

We're seeking talented and experienced policy professionals to fill two exciting senior advisor opportunities. In this role, you will drive policy and lead on advocacy, strategic initiatives and government relations. One senior advisor will lead on critical infrastructure, environment, and transportation priorities. The other senior advisor will lead on AMO's important municipal finance portfolio and other priorities based on skills and experience.

Your impact:

- Work directly with municipal leaders and elected officials on their top priorities.
- Engage directly with political staff and senior public sector service leaders in the Ontario government to inform and influence policy development.
- Contribute to impactful solutions that directly benefit communities across the province.
- Engage with a diverse range of stakeholders to advance municipal interests.

These are temporary 12-month contracts with opportunity for permanency. Based in Toronto, AMO offers a competitive salary, benefits, and a defined benefit pension.

Ready to make a difference? Apply in confidence to careers@amo.on.ca with the subject line "Senior Advisor 2025" by Friday, May 23, 2025. Please specify in your application which of the two Senior Advisor roles you are interested in.

Job Description

Senior Advisor

The Association of Municipalities of Ontario (AMO) is a non-profit organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada's political system.

Scope:

The Senior Advisor is responsible for providing strategic advice on a portfolio of policy and implementing advocacy and government relations direction. In doing so, must develop/maintain productive relationships with municipal, government and external leaders and staff to advance AMO's strategic objectives and policy agenda on assigned files and provides supports as required on specific Association initiatives or projects.

Primary Responsibilities:

- Develops and implements long and short-term strategy recommendations to advance municipal government interests based on Board approved and senior management directions; develops policy positions in support of Senior Manager, Policy, for consideration by the Board

- Acts as advisor and subject matter expert on assigned policy files and creates/leverages support from other agencies/organizations as required to provide accurate/timely information for policy/position development and develops policy advocacy support
- Identifies, collects and evaluates information, undertakes policy research and analysis as part of the policy development process, assesses the impacts on the municipal sector, implications for relationships, and AMO policy objectives, including the identification of appropriate political messages and credible policy positions that reflect favourably on the Association and its membership
- Acts as project lead for major policy/program projects, AMO strategic objectives, Task Forces (including municipal leaders and staff), and external committees to advance the municipal interest
- Undertakes liaison work with municipal elected leaders, officials, staff and other municipal associations to develop and maintain consensus-building to support policy and positions to be considered and/or directed by the AMO Board
- Maintains effective government relations with the province and federal governments as well as other associations and entities
- Responds to inquiries from Board, Executive, Caucus and external agencies, and the public to decide relevance of responses and impact and deal tactfully with officials in potentially controversial situations
- Responsible for timely and accurate information to support AMO's media relations, information and communications work for assigned policy portfolio
- Contributes to or drafts correspondence, membership communications, news releases and speeches/presentations as assigned; and acts as a resource to media contact as directed by Senior Manager, Policy.
- Supports AMO Task Forces in consultation with Chair and Senior Manager, Policy, including: suggesting members; developing work plans and activities; ensuring appropriate committee representation; monitors costs and coordinates the policy development process in alignment with other municipal priorities and AMO positions for Board consideration
- Prepares reports/presentations as required for the Director of Policy, Executive Director and the President/members of the Board; undertakes public presentations as directed/required
- Is proactive in identifying any emerging issue management for senior management and media coordinator.
- As approved by Director of Policy, and Senior Manager of Policy, represents the Association as directed on various external committees/working groups on issues of relevance to their specific policy portfolio so that impacts to municipal governments are identified and advocated for in order that they are appropriately addressed by government, public and private sector agencies or organizations
- Identifies opportunities from specific policy portfolio and assists with the delivery of education and training services through conference/seminar design, content development, session management and programming
- Perform other duties as assigned

Core Qualifications and Competencies:

- Advance university degree or equivalent in political science, environmental studies, public administration, land use planning, social sciences, economics, finance or related discipline
- Minimum of 7 years municipal or provincial experience in government relations, advocacy, policy analysis and advice or related experience
- Demonstrated advocacy skills and government relation skills in the development of defensible policy positions that contribute to the credibility of the organization
- Proven skills in policy research and financial analysis

- In-depth knowledge of municipal and provincial government structure and processes related to policy portfolio
- Awareness and understanding of the changing political environment
- Strong written and oral communication skills
- Strong relationship management and collaboration skills
- Ability to resolve conflicts and use consensus building skills to deal with sensitive issues involving Board members, membership, staff, government and the public using tact, discretion and persuasion in an effective and timely manner
- Applies judgment within a professional work environment containing few precedents or guidelines
- Safeguards and uses discretion in dealing with sensitive confidential information
- Proficient with applicable business software and use of technology to support quantitative analysis and presentations

Environment and Equipment:

- Works in an office environment and travels to external meetings and conferences
- Valid Ontario Driver's license