

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Government & Stakeholder Relations Specialist

Department:	Office of the CAO
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday – Friday, 35 hours per week
Salary Range:	\$91,491.40 to \$101,410.40 annually
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)
Date Posted:	July 29, 2025
Deadline to Apply:	August 12, 2025 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Government & Stakeholder Relations Specialist.

The successful incumbent is responsible for the provision of key public affairs and stakeholder relation activities for the Office of the CAO. The employee works closely with Mayor & Council, the Chief Administrative Officer, and Senior Management, as a hands-on advisor when navigating issues related to government affairs, building and supporting stakeholder relationships.

Operating out of the Office of the CAO, this position plays a vital role in promoting the interests and initiatives of the municipality, fostering positive collaboration, and enhancing the overall reputation of the organization.

Primary Responsibilities

- Provides strategic advice, governance support, and operational direction to achieve effective and efficient government and stakeholder relations management.
- Monitors and analyzes local, regional, and national government policies, legislation, and regulations that may impact the municipality.
- Develops strategies and initiatives to engage with government officials, agencies, and elected representatives to advocate for the municipality's interests.
- Identifies, engages, and builds relationships with key stakeholders such as community groups, neighbourhood associations, faith-based groups, NGOs, and other organizations.
- Develops and implements stakeholder engagement strategies and initiatives to enhance community involvement and support for municipal projects and initiatives.
- Leads the development and implementation of policies related to government and stakeholder relations, ensuring alignment with the municipality's strategic goals and objectives.
- Supports Mayor, CAO, and senior leadership team in preparation of governmental, institutional, and media meetings with briefing/speaking notes, presentation decks, and program materials.
- Drafts research, policy position and briefing papers, information packages, as well as proposals, applications, speeches and other strategic collateral and messaging to support the City's various public affairs needs.
- Monitors and evaluates the effectiveness of government and stakeholder engagement activities, providing regular reports and recommendations for improvement.
- Maintains accurate records of interactions, correspondence, and agreements with government agencies and stakeholders.
- Prepares reports for senior management and elected officials on key government and stakeholder relations initiatives and outcomes.
- Attends stakeholder meetings and represents City interests.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

## Education and Experience

- Post-secondary Degree in a related field (Communications, Public Relations, Business Administration, Journalism, Public Policy), or equivalent combination of education and experience satisfactory to the City.
- Five years of related experience in government relations, project management, and/or public relations with a focus on public sector.
- Previous experience in government, particularly at a municipal level would be an asset.
- Familiarity with government and stakeholder engagement concepts and public relations strategies.
- Has subject matter expertise in the design and delivery of effective communications products and messages.

## Knowledge, Skills and Abilities

- Proven ability in government and stakeholder relations, project management, public relations strategies, community development/outreach activities, group facilitation.
- Demonstrated experience in providing communications support to senior management and elected officials.
- Extensive knowledge of government engagement philosophy and concepts.
- Proven experience working with government and institutions.
- Above average interpersonal, organizational, communication, (both oral and written), leadership, team building, and customer service skills. Skilled problem solver and creative thinker. Demonstrated ability to lead corporate and community teams.
- Proven ability to maintain effective working relationships and to deal courteously and professionally with all levels of employees, Members of Council, community leaders, community stakeholders, businesses and members of the public.
- Sound judgment, media savvy, and awareness of political issues and sensitive, confidential, and personnel matters; and demonstrated accuracy, timeliness, tact and discretion in dealing with media.
- Ability to build strong relationships and networking skills in order to effectively deal with government representatives and stakeholders at all levels.
- Intuitive in determining what and how information is to be delivered.
- Demonstrated proficiency in the use of personal computers and Windows-based software applications, communication tools, including Word, Power Point, and Excel, as well as other communication tools.
- Proven ability to work effectively and efficiently on tight deadlines within an interdisciplinary environment.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Drivers Licence.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must adjust schedule to work evenings, weekends and holidays as required.

Compensation also includes the ability to work a hybrid remote schedule, a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

