



CHEMISTRY INDUSTRY ASSOCIATION OF CANADA (CIAC) – Program Officer, Responsible Care

Base Salary & Benefits: \$57,000 to \$74,200

Job Types: Full-time, Permanent, Remote

The **Program Officer**, reporting to the Director, Responsible Care, position is the primary point of contact and coordination for member activities and inquires relating to Responsible Care® and Operation Clean Sweep™. The position also provides supportive functions to the Leadership Groups, Health and Safety (SHARE) Network, Process and Safety Network, Operation Clean Sweep Working Group, and the National Advisory Panel, as well as coordinates the verification processes as required, and assists the Regional Directors with their respective regional groups. The Program Officer will gather information, develop media outputs, manage meeting logistics, produce summaries, and liaise with members and partners. They will also play a role in co-ordination and collaboration with other CIAC business and operational units (Regions, Plastics Division, Policy, Government and Public Affairs, Corporate Services and President's Office). This role is of primary importance in facilitating opportunities for information sharing and networking that enhance the value proposition for CIAC and Plastics Division members, partners, and other stakeholders while simultaneously promoting and building awareness of the Responsible Care and Operation Clean Sweep brands.

Who We Are

The Chemistry Industry Association of Canada (CIAC) is the Association for Canada's chemistry and plastics sector leaders: innovators, solution providers, and world-class stewardship pioneers. We share our members' stories with decision-makers at the federal and provincial level in order to shape public policy that supports innovation, investment, jobs, and the environment that benefit both Canadian society and the chemistry industry.

CIAC is governed by an active membership and has developed a strong reputation as a pragmatic, policy-driven, problem-solving organization. It represents members' interests based on solid research and analysis. Located in Ottawa, CIAC has regional representation in Québec, Ontario, and Western Canada.

At CIAC, our people philosophy prioritizes the health and well-being of our team as whole people whose lives and performance are impacted by events outside the normal workplace and working hours.

As the founders of Responsible Care®, the chemistry industry's globally recognized environmental, sustainability and governance (ESG) initiative, our commitment to its ethic and principles means that we are focused on the betterment of society, the environment, and the economy and that we "do the right thing and are seen to be doing the right thing." This includes ensuring we work with integrity and respect each and every day.

CIAC has been recognized as Great Place to Work Canada® Certified™ by the Great Place to Work® Institute for 2022 and 2023. This certification is based on direct feedback from employees, provided as part of an extensive and anonymous survey about their workplace experience. Great Place to

Work Certification uses 30 years of research to quantify the current state of an organization's workplace culture and show how it compares to the best organizations.

Responsibilities

1. Participates in, organizes, and manages meeting logistics, agendas, minutes, and follow-up tracking for multiple committees.
2. Maintains websites, committee lists, project tracking, and helps organize webinars.
3. Develops and implements social media outputs.
4. Manages the production of the annual Sustainability Report.
5. Manages, filing and document/information tracking.
6. Assists in the coordination of issues and activities.
7. Researches and gathers information to support advocacy work for the Association.
8. Supports the development of communication tools and guidance documents.
9. Responds to and provides guidance related to general program enquiries.

Qualifications and Competencies

- i. Energetic, proactive self-starter, able to work with minimal supervision, results oriented.
- ii. Effective interpersonal skills and ability to work collaboratively with others.
- iii. Knowledge of social media platforms.
- iv. Demonstrates sound judgment and logical thinking when making decisions.
- v. Accountable and committed.
- vi. Ability to manage programs with a sharp eye for details.
- vii. Interest in understanding the purpose of the Chemistry Industry Association of Canada, Responsible Care and Operation Clean Sweep, and the role of the chemistry and plastics industry in general, nationwide, and globally.
- viii. Computer literacy utilizing MS Office applications with advanced knowledge of spreadsheet, database, presentation, and word-processing software.
- ix. Exceptional organization, and strong writing and verbal communication skills in both French and English.
- x. Able to prioritize and deliver on multiple demands under tight deadlines.
- xi. Ability to travel as required [no more than three times per year].
- xii. A willingness to undertake professional development.
- xiii. Degree or certificate in Business Administration, Public Administration, Communications, Social Sciences or an equivalent combination of experience and training in a related field.
- xiv. Minimum three (3) years experience in a similar position, preferably in non-profit environment or an equivalent combination of experience and training in a related field.
- xv. Fluency in both French and English is required.

Location:

- This hybrid work position is based in Ottawa.

Compensation:

- Base Salary: \$57,000 - \$65,000
- Performance Pay: up to 5% of base salary
- Vacation: 3 weeks holiday (+ Christmas shutdown between 8 -12 days)

Timeline for This Role

- Start Date: July 2023 [Flexible to an earlier start date]

Who to Contact

Daniel Barnabe, MBA Recruiting Consultant with 'The Right Door Consulting and Solutions Inc. Will provide exclusive support to the client.

LOCATION: Ottawa, Ontario

APPLICATION PROCESS:

Please send your résumé and cover letter in a single PDF document to dbarnabe@therightdoor.ca no later than June 16, 2023, at 5pm. The subject line of the email should read "Policy Analyst". Any questions can be directed to dbarnabe@therightdoor.ca

The Chemistry Industry Association of Canada (CIAC) is an Equal Opportunity Employer that values diversity and inclusion and welcomes diverse expertise and talent to support an innovative and collaborative work environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified candidates, including people of all gender identities, Indigenous people, persons with disabilities and members of visible minorities. CIAC is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Canadian Human Rights Act. If you require an accommodation during this process, please inform CIAC of your requirements.

We thank all applicants for their interest but only those selected for further consideration will be contacted.