

## Regulatory Affairs and Policy Coordinator

*'The Canadian Seed Trade Association (CSTA) is the national voice of the Canadian seed industry, representing more than 130 companies and associations engaged in all aspects of seed, from research and development to plant breeding, production marketing, licensing and domestic and international sales. Members range from small family owned companies to large multinational companies engaged in over 50 different crop kinds and involved in organic, conventional and biotech production.'*

CSTA is seeking a results-oriented regulatory affairs specialist with 3-7 years of professional experience in a technical role and a strong background in science. The role requires well-developed analytical and research skills and the ability to work with diverse groups of stakeholders to derive consensus.

Reporting directly to the Executive Director, the Regulatory Affairs and Policy Coordinator is the lead on regulatory and technical issues and the primary support for CSTA's seven committees. The Regulatory Affairs and Policy Coordinator will work directly with committee leadership and members, other value chain partners and staff to move the needle and provide results to the broader CSTA membership. They will also represent CSTA on several industry-government working groups, roundtables and value chain working groups.

The Regulatory Affairs and Policy Coordinator will be responsible for contributing to informing and engaging with CSTA members on regulatory, technical and policy related issues and building CSTA's reputation as the primary source of accurate and timely information on seed industry related issues. The Regulatory Affairs and Policy Coordinator will work directly with the Executive Director to update and develop policy and engage with the association's committees to research, develop, create and advance the priorities of the organization.

This is an exciting career opportunity that offers the potential for further growth. CSTA offers a dynamic work environment based in downtown Ottawa, with competitive salary, benefits, the chance to travel and professional development opportunities.

Please submit your resume and cover letter to [jobs@cdnseed.org](mailto:jobs@cdnseed.org) by the application deadline of Monday August 14, 2017.

### Essential Qualifications and Experience:

- University degree in science such as biology, chemistry, plant and animal science or other related discipline
- 3-7 years of progressive work experience in a regulatory affairs and technical role
- Experience working directly with government as a stakeholder
- Solid understanding of the agriculture industry in Canada
- Understanding of the regulatory environment in Canada at the federal and provincial levels

- Excellent oral, written and interpersonal communication with strong writing, research, analytical and editorial abilities
- Strong project management skills and attention to detail
- Strong networking skills
- Must be able to meet deadlines and execute on projects in a fast-paced, collaborative work environment and see projects through to completion
- Must be a strong team player, with the ability to work independently
- Capable of maintaining confidentiality of information
- Experience working with Microsoft Office and related software
- Ability and willingness to travel both domestically and internationally
- Ability to be registered as a federal lobbyist

**Preferred Qualifications and Experience:**

- Knowledge of the Canadian seed industry is an asset
- Bilingual in French and English desirable
- Experience working with a membership based organization
- Experience in an advocacy role is an asset