



COUNCIL OF POST-SECONDARY  
PRESIDENTS OF ALBERTA

**Competition:** Council of Post-Secondary Presidents of Alberta (COPPOA)

**Job Title:** Strategic Policy and Program Development Specialist

**Term:** Full-Time

**Date Posted:** February 4, 2020

**Location:** Edmonton

Enterprise Square 1-165 10230 Jasper Avenue

**Description:** Established in 2015, the Council of Post-Secondary Presidents of Alberta (COPPOA) is comprised of 26 presidents from post-secondary institutions across Alberta. The council includes colleges, polytechnics and universities. Together, COPPOA works to create the best post-secondary system possible for our province.

Reporting to the Executive Director of COPPOA, the Strategic Policy and program development specialist will require a strong working knowledge of Alberta's post-secondary system; have good writing skills, program management experience and some experience in government relations.

- Duties:**
- Write briefs to be shared with all Alberta's Post-secondary institutions (PSIs)
  - Provide system-wide project management support on selected provincial initiatives in the sector
  - Write content for public information (print, web, speeches) on the value of PSIs in Alberta
  - Under the guidance of COPPOA executive director, act as the liaison with the Government of Alberta in order to provide the Executive Director and COPPOA with information and advice that will allow COPPOA to set government relations strategies and goals.
  - Provide information and updates on post-secondary matters in other Canadian jurisdictions

- Supporting the Executive Director with project management assistance on initiatives approved by the Council.

- Qualifications:**
- Bachelor's Degree with relevant specialization (Business, Policy Studies, English, Law, Technical Writing) in combination with 3 to 5 years of experience with policy development, project management and/or leadership of service or membership based organization;
  - Familiarity with the legislation applicable to post-secondary education;
  - Ability to work independently;
  - Proficiency in Word, Excel, and Google is required; website management experience is an asset;
  - Excellent skills in writing, editing and proofreading of text suitable for publication with knowledge of grammar, punctuation, usage and editorial styles and style guides;
  - Strong research and analytical skills, with a focus on precision;
  - Excellent rapport building skills and ability to embrace a collaborative approach to policy and program management, showing tact in discussing issues, presenting data, making recommendations to, and garnering feedback from, the Council members; and
  - Ability to organize and manage multiple priorities, multi-task and work well under tight deadlines with minimal supervision.

**Salary:** Please note this position may be filled as a full-time employment position directly with COPPOA or through a long-term secondment agreement with an existing organization.

**Contact:** [info@coppoa.ca](mailto:info@coppoa.ca)