



Policy Coordinator - Team Alberta Crops

Team Alberta Crops (TAC) is a collaborative initiative representing seven of Alberta's crop and beekeeping producer organizations: Alberta Beekeepers Commission, Alberta Canola, Alberta Grains, Alberta Pulse Growers, Alberta-British Columbia Seed Growers, Alberta Sugar Beet Growers, and the Potato Growers of Alberta. TAC is seeking a detail-oriented and highly organized **Policy Coordinator** to support the policy and advocacy efforts on behalf of Alberta's crop and beekeeping sectors

Whether you're fresh out of university or ready for a pivot into purpose-driven work, this is your chance to be part of something essential. This entry-level role offers an excellent opportunity for candidates looking to grow their career in agricultural policy and stakeholder engagement. The successful candidate will demonstrate exceptional communication, organizational, and time management skills, and will work effectively in a collaborative, multi-stakeholder environment.

Key Responsibilities:

- Attend and document all TAC meetings, preparing comprehensive meeting notes and tracking progress on action items.
- Schedule meetings, manage calendars, and coordinate supporting materials.
- Maintain and organize policy documents, including reports, briefs, letters, and proposals.
- Facilitate the review and approval process for policy submissions and communications.
- Support event planning and logistics for TAC initiatives, such as Advocacy Days, stakeholder meetings, and MLA tours.
- Coordinate with government relations and policy personnel across TAC member organizations.
- Draft monthly TAC updates for distribution to member organization boards.
- Maintain contact lists for government and industry stakeholders, and manage inquiries directed to TAC's shared email account.
- Assist with compliance reporting and support organizational representation on external committees, such as the Agri-Environmental Partnership of Alberta (AEPA).

Qualifications:

- Legally entitled to work in Canada.
- Post-secondary education in agriculture, political science, public policy, business, economics, environmental studies, or a related discipline is preferred.
- Valid Class 5 Alberta driver's license.
- Strong interpersonal and communication skills with the ability to engage diverse internal and external stakeholders.
- Demonstrated organizational skills and attention to detail.
- Proficiency in Microsoft 365 applications.
- Familiarity with Western Canadian agriculture is preferred; knowledge of government policy processes is an asset.

Position Details:

- Full-time, three-year fixed-term contract.
- **Location to be determined with the successful candidate.**
- Occasional travel within Alberta and evening work for events will be required.

TAC welcomes applications from individuals seeking to contribute meaningfully to Alberta's agricultural policy landscape and build a career that supports sustainable and profitable growth for farmers and producers across the province. **Applications may be submitted securely via [TACPolicyCoordinatorApplication](#).** Team Alberta Crops: Together we Grow.

