



Policy Research Analyst

The St. John's Board of Trade is one of the most progressive and influential business organizations in the province. The Board's mandate is to make St. John's an even more attractive city in which to live, work, and operate a business. In support of this mandate it advocates on behalf of all St. John's businesses, to the Municipal, Provincial and Federal governments.

The St. John's Board of Trade is looking to enhance its advocacy success by recruiting an individual to assist with the development of its policy positions.

The Policy Research analyst will work with the Board's policy committees conducting research into issues affecting business success, including statistical analysis and report writing. They will prepare clear, accurate and timely briefing materials, submissions and presentations and other correspondence. They will manage Board communications including publications and online content.

The preferred candidate should have

- a Bachelor's degree (social science discipline preferred), plus at least three years experience in a progressively more responsible research and analysis position,
- proven ability in planning and conducting complex research projects and use of appropriate research and analytical tools;
- experience coordinating and preparing clear, accurate and timely briefing materials, submissions, presentations and other correspondence;
- demonstrated experience in policy development and analysis;
- Experience in writing; a demonstrated team player with strong communication, facilitation and leadership skills.
- Competence in computer applications including word processing, spreadsheet, presentation and graphics packages in a windows environment is required.

Salary Commensurate with Qualifications

Deadline August 27, 2010

Apply in confidence to:

Mail@bot.nf.ca

Selection Committee

St. John's Board of Trade

5th floor, 34 Harvey Road

St. John's, NL, A1C 5V5