

JOB POSTING: POLICY ANALYST

The BC Trucking Association (BCTA) is seeking a motivated and dynamic **Policy Analyst** to support the association's policy development, government advocacy, and programmatic initiatives. This is an exciting opportunity to help shape public policy in British Columbia's commercial transportation sector – a vital industry that drives economic growth, supports communities, and keeps supply chains moving across the province.

ABOUT BCTA

BCTA is a member-based, non-profit association that represents British Columbia's commercial transportation industry. Our members include freight carrier, motor coach, courier, and waste management companies, as well as industry suppliers. While some members are among Canada's largest transportation companies, most are small- and medium-sized, often family-owned businesses.

ABOUT THE ROLE

A core function of the Policy Analyst position is supporting **policy development and government advocacy** work. This includes conducting quantitative and qualitative research, monitoring regulatory developments, analyzing industry trends and government initiatives, and preparing briefing notes and policy papers.

Stakeholder engagement is a critical component of BCTA's policy development process. The Policy Analyst plays a key role in gathering and synthesizing member perspectives through surveys, committee meetings, and direct engagement, ensuring that BCTA's advocacy is informed by real-world experiences.

The Policy Analyst also serves as a key **policy resource** for BCTA members, responding to inquiries regarding regulatory requirements, government programs, and emerging industry issues. This entails staying current on policy developments and building strong relationships with government and industry stakeholders.

Finally, the Policy Analyst supports the development and delivery of **programs and initiatives** addressing key industry priorities, including sustainability, climate action, and road safety, creating tangible value for members while contributing to a more resilient and sustainable commercial transportation sector in the province.

The responsibilities of this role can be broadly grouped into two areas:

Stakeholder Engagement and Program Delivery

- Build and maintain relationships with members, government, regulators, and industry stakeholders to support BCTA's policy, advocacy, and member service objectives.
- Support the development, delivery, and evaluation of member-focused programs, events, webinars, and educational initiatives.
- Represent the Association on industry, inter-agency, and government committees.
- Support engagement with BCTA members by coordinating meetings, preparing materials, recording minutes, and managing meeting logistics.

Research, Analysis, and Communications

- Conduct qualitative and quantitative research, survey design, and data analysis to support policy development, advocacy, and program evaluation.
- Monitor policy, regulatory, and industry developments affecting the industry.
- Prepare briefing notes, policy papers, reports, presentations, and other research products to inform decision-making and stakeholder engagement.
- Develop member communications, including newsletter articles, website content, and other informational materials.

Reporting Relationship

Reporting to the Director of Policy and working closely with the President and CEO, the Policy Analyst is a key member of a small, collaborative team, gaining broad exposure to policy development, advocacy, stakeholder relations, and program delivery.

QUALIFICATIONS

At BCTA, we place less emphasis on formal credentials and more on the experiences, capabilities, and mindset you bring to the role. We recognize that strong candidates come from a variety of backgrounds, and we encourage you to apply even if your experience does not align perfectly with every qualification listed below.

Typically, the successful candidate will possess:

- A graduate or undergraduate degree in a relevant field.
- Demonstrated experience in one or more of the following areas: policy development, stakeholder engagement, program management, research, data analysis, or strategic communications.
- Strong research, analytical, written and verbal communication, with proficiency in relevant software.
- A valid BC driver's license.

Experience in transportation, business management, climate policy or a related industry is an asset, but not an essential qualification.

WHAT MATTERS MOST

More important than any specific credential, we are looking for someone who brings:

- A naturally curious mindset and a strong desire to continuously learn and expand their knowledge.
- Excellent interpersonal skills and the ability to build and maintain productive working relationships.
- Strong analytical and critical-thinking abilities, combined with sound judgment and attention to detail.
- The ability to work independently while also contributing effectively within a small, collaborative team.
- Strong organizational skills with the ability to manage multiple projects simultaneously.

BCTA is committed to fostering a safe, respectful, and inclusive workplace where diverse perspectives are valued and everyone has the opportunity to thrive.

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PERTINENT INFORMATION

Position type: Permanent, full time

Regular hours: Monday–Friday, 8:30 am to 5 pm

Location: BCTA Office, 100-20111 93A Ave., Langley, BC.

Work flexibility: This is a **hybrid** role with the option to work remotely one day a week.

Targeted hiring salary range: \$70,000 - \$80,000 yearly

Additional benefits: Comprehensive health, dental and disability coverage, a health spending account, paid leave for illness, bereavement, and family care, and RRSP matching up to 5% of salary.

APPLICATION DEADLINE

July 31, 2026

To apply, kindly submit your resume along with a brief cover letter to:

Trace Acres

Acres Communications

Email: trace@acrescommunications.com