



Job Description

Position: Consultant – Ontario Practice (September 2026)

Location: Toronto, Ontario

Reports To: Senior Leadership, Ontario Practice

Work Model: Hybrid (in-office and remote)

Employment Type: Full-time, Permanent

About Counsel Public Affairs – Relentlessly Committed to Client Success

Launched in 2004, Counsel Public Affairs has grown to become Canada's most effective, fully integrated public affairs agency.

Our dedicated teams of experienced, multipartisan consultants are on the ground, delivering results for clients in Ottawa, Toronto, Winnipeg, Edmonton, Calgary, Vancouver and Victoria. With strategic partnerships in Quebec and Atlantic Canada, Counsel successfully serves clients nationwide – all under one roof.

With expertise across a wide range of sectors of the Canadian economy, Counsel offers an extensive suite of fully integrated public affairs services, including government relations, strategic and corporate communications, crisis and reputation management, opinion research and integrated campaigns.

The Opportunity

Reporting to Tim Hudak, Partner and Ontario Practice Lead, this early career position will be responsible for supporting Counsel's government relations clients and the firm's general activities at Queen's Park, municipal governments, and when necessary, in other jurisdictions.

Based in Toronto, this government relations position is accountable for supporting Counsel's industry-leading standards for outstanding client support.

The **Consultant** will contribute to a growing and dynamic team with active client and project management, materials development, communications and research, as well as targeted monitoring and administrative support, and when permitted under the Ontario *Lobbyist Registration Act*, registered lobbying activity.



Key Responsibilities

Client and Account Support

- Monitoring the provincial political and policy environment and reporting updates to clients and the Firm's leadership team on key developments, (e.g. government announcements, speeches, staff changes, budgets, cabinet shuffles etc.).
- Setting, preparing for, and attending client meetings/conference calls.
- Project management including agenda setting, minute taking, and task list management.
- Conducting research to further client objectives.
- Contributing to strategic planning and client strategy and action plan development.
- Writing briefing materials, letters, policy and strategy documents on behalf of clients.
- Mapping of key stakeholders and decision makers.
- Drafting new business proposals, credential decks and Counsel's responses to RFPs.
- Liaising with Counsel's Office Manager and Compliance Officer to ensure administration and regulatory and contract issues are dealt with in a timely manner.
- Writing content for Counsel's web site and social media activities.
- Basic administration including tracking expenses, invoicing, and keeping provincial lobbying administration up to date.
- Supporting Counsel's promotional efforts at Queen's Park and in the Ontario political ecosystem.
- From time to time, travel to support client events and meetings with officials.

General Duties

- Project management with the ability to meet deadlines while juggling competing priorities.
- On-time delivery of assignments and projects.
- Other duties as assigned.

Qualifications

- One to two years of government relations or relevant government, agency, association or in-house experience is an asset.
- Strong writing and materials development capabilities.
- Familiarity with Canva, PowerPoint and/or Adobe Illustrator is an asset.



What We Offer

- The opportunity to work alongside an experienced, high-performing team of public affairs professionals.
- Exposure to a diverse range of clients, sectors, policy issues, and political environments.
- A collaborative and entrepreneurial workplace where initiative and sound judgment are valued.
- Meaningful opportunities for professional growth and advancement.
- A hybrid work environment based in Toronto.

Compensation and Benefits

- Base salary of \$55,000 to \$70,000 (CDN), commensurate with experience and qualifications.
- Additional compensation and benefits information will be discussed during the recruitment process and may include health benefits, paid vacation, professional development support, and performance-based compensation opportunities.

Recruitment Process Disclosures

Artificial Intelligence Disclosure

Counsel Public Affairs does not use artificial intelligence to screen, assess, or select applicants during the hiring process.

Accommodation Statement

Counsel Public Affairs is committed to fostering an inclusive, accessible, and respectful workplace. Accommodations are available upon request for candidates participating in all aspects of the recruitment and selection process in accordance with applicable human rights and accessibility legislation.

Application Instructions

Interested candidates are invited to submit a resume and cover letter to careers@counselpa.com. Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted. Deadline for submissions is October 13, 2026.