



Cyber Catalyst Inc

April 17, 2026

Government Relations Implementation Coordinator (2026-06)

Location: Remote (Canada)

Position Type: Contract

Compensation: \$40 per hour

Cyber Catalyst Talent Solutions is seeking a Government Relations Implementation Coordinator to support structured engagement with federal, provincial, and municipal stakeholders whose mandates intersect with workforce development, cybersecurity, public safety, and veteran transition.

This role implements Cyber Catalyst's Government Relations Strategy (2026–2028), ensuring that Cyber Catalyst programs are understood by public-sector stakeholders, aligned with policy priorities, and positioned as credible contributors to Canada's workforce and cyber resilience needs.

Government relations at Cyber Catalyst emphasizes policy alignment, institutional trust, evidence-based reporting, and ethical engagement—not lobbying, political influence, or advocacy. If you excel at stakeholder coordination, briefing preparation, and structured engagement with public-sector partners, this role is for you.

Key Responsibilities

Government Engagement Coordination

- Support structured engagement with federal, provincial, and municipal stakeholders whose mandates align with cybersecurity workforce development.
- Coordinate and schedule meetings, briefings, and follow-up engagements.
- Maintain logs of outreach activity, correspondence, and government partner interactions.
- Prepare meeting summaries, action items, and engagement documentation.
- Primary engagement audiences include:



- Federal: Public Safety Canada; Veterans Affairs Canada; ESDC; DND/CAF Transition Group; ISED; and others.
- Provincial (Ontario): MLTSD; MCU; MMAH; and related ministries.
- Municipal & sector: MISA; Rural Ontario Institute; municipal CIO/CAO networks; and others.

Policy Alignment & Monitoring

- Monitor developments in workforce policy, cybersecurity/public safety, veteran transition, and rural workforce access.
- Identify opportunities for program alignment with government priorities or initiatives.
- Support internal briefings on relevant policy or regulatory changes.
- Help ensure Cyber Catalyst programs remain aligned with applicable government priorities and funding frameworks.

Government Briefing Preparation

- Assist in preparing briefing materials for ministry officials, public-sector partners, and agency stakeholders.
- Maintain and update the Government Briefing Master Template.
- Prepare or support creation of:
 - Ministry-specific briefing decks
 - Policy-aligned program summaries
 - Program metrics and dashboards
 - Briefing notes and preparatory materials
- Ensure all materials reflect current program data, policy alignment, and engagement history.

Stakeholder Communication & Updates

- Prepare written updates, summary briefs, or program progress notes for government partners.
- Coordinate distribution of newsletters, announcements, or structured update cycles.
- Maintain accurate contact lists across federal, provincial, and municipal stakeholders.
- Support predictable, structured communication cycles rather than ad-hoc outreach.



Support for Funding Applications & Renewals

- Assist with government-facing components of funding proposals and renewals.
- Support development of letters of support and program endorsement requests.
- Prepare policy-aligned program summaries and backgrounders.
- Maintain records of endorsements, support letters, and partner acknowledgements.

Public-Sector Partnership Support

- Support engagement with public-sector organizations interested in workforce development initiatives, program participation, or hosting learner placements.
- Coordinate introductory briefings and follow-up meetings with municipal, regional, and public-sector employers.
- Track public-sector participation and interest in Cyber Catalyst programs.

Government Engagement Tracking & Reporting

- Maintain the organization's government engagement tracker.
- Document meetings, briefings, correspondence, and engagement milestones.
- Assist with preparation of reporting for leadership, funders, and project governance requirements.

Qualifications

Required

- 2–4 years experience in government relations, policy coordination, or stakeholder engagement
- Strong written communication and briefing preparation skills
- Experience coordinating stakeholder meetings or structured engagements
- Strong organizational and project coordination abilities
- Ability to translate program information into clear briefing materials

Preferred

- Experience with Canadian federal or provincial government processes



- Experience in public policy, workforce development, cybersecurity, or public-sector projects
- Familiarity with government funding programs or grant processes
- Experience with municipal governments or public-sector organizations
- Bilingual English/French

Core Competencies

Successful candidates will demonstrate:

- professional stakeholder engagement
- policy awareness and analysis
- strong briefing preparation and summarization skills
- organizational discipline and follow-through
- discretion, professionalism, and adherence to ethical engagement standards

Governance & Ethics

Government relations activities at Cyber Catalyst follow a strict ethical framework:

What We Avoid:

- political endorsements
- procurement lobbying
- exaggerated or unverifiable program claims

What We Emphasize:

- transparency and accountability
- evidence-based reporting
- alignment with public policy priorities
- long-term public value

These principles form the foundation of Cyber Catalyst's Government Relations Strategy.

What Makes You a Great Fit

You are collaborative, relationship-focused, and committed to strengthening community-based pathways into cybersecurity and digital-skills careers. You build trust with partners, communicate clearly, follow through diligently, and value the impact of coordinated community engagement on learner outcomes.

Cyber Catalyst strongly encourages applications from:





- **Military members, veterans and partners**
- Technical professionals committed to supporting those who have served Canada through their military service.

Why Join Cyber Catalyst?

Your work directly supports:

- strengthening funding applications and renewals
- building institutional trust with government partners
- supporting public-sector adoption of Cyber Catalyst workforce programs
- positioning Cyber Catalyst as a credible, long-term partner in Canada's cyber workforce ecosystem

Effective government engagement ensures Cyber Catalyst remains aligned, visible, and impactful across all levels of government

How to Apply

Applications will be reviewed on an ongoing basis until a decision is made.

Please submit your application through the online portal at www.cybercatalyst.io/jobs, including a resume and cover letter.

Questions can be submitted to HR@cybercatalyst.io. Please include the following in the subject line: [Government Relations Implementation Coordinator (2026-06)]

