RPRA
Resource Productivity & Recovery Authority

Communications Advisor (Contract)
November, 2026

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the Resource Productivity and Recovery Authority (RPRA), Ontario's circular economy regulator.

Our vision is a waste-free and prosperous Ontario. And our mission is to support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy.

We are looking for a talented and committed individual to join us as a **Communications Advisor (16-month contract)** to support the government's efforts to protect the environment and advance a new economy in which waste is reused, recycled, and reintegrated.

Job Summary

Reporting to the Manager of Communications, you'll provide strategic communications advice across the organization, develop and implement effective communications strategies, and create compelling content, collateral materials and engagement initiatives that support our organizational goals.

You're an exemplary writer and editor – comfortable writing in a variety of styles and formats to suit different audiences. You have a keen eye for detail, appreciate the specificity and nuance of language, and leverage new tools and technology to enhance your work. You thrive in fast-paced environments, juggle multiple priorities with ease, think strategically, and execute with precision.

Essential Duties & Responsibilities:

Strategic communications

- Develop and execute communications strategies in support of the Communications Team's key functions, such as:
    - regulatory communications
    - stakeholder engagement
    - public reporting
    - digital communications
    - media relations
    - crisis communications
    - internal communications
- Support all communications activities across the organization by maintaining strong working relationships with leaders and staff and providing advice on communications strategies, education and awareness initiatives, and issues management

Communications activities

- Write, produce, and edit a variety of content including news releases, website content, compliance emails and notices, newsletters, briefing notes, consultation reports and social media posts
- Develop collateral materials including presentations, graphics for use on social, and public disclosure documents such as the Annual Report and Business Plan
- Organize stakeholder engagement and education activities, such as public consultations, learning events and RPRA's Annual Public Meeting
- Support the development and ongoing maintenance of RPRA's digital assets, including the websites, intranet, and social media
- Monitor the external environment, including media, social media, and provincial legislative activity, for activities and commentary related to RPRA's mandate
- Develop and maintain strong and positive working relationships with external vendors to support the delivery of communications activities and products
- Ensures RPRA's brand is used appropriately, correctly and throughout all communications
- Other duties as assigned

Qualifications

Education

- Post-secondary degree/diploma in communications, public relations, journalism, public policy, environmental studies, or other related subject or equivalent work experience

Experience

- 3-5 years' experience in a communications role, or similar role
- Experience in a complex regulatory environment or public sector role is considered an asset

Other knowledge, skills, abilities or certifications

- Must be able to demonstrate sound knowledge, understanding, and application of communications concepts, strategies, and tactics
- Strong writing, editing, and proof-reading skills with adaptability to a variety of styles and formats
- Media relations and issues management skills to detect problems that may arise, assess impacts, and alert leadership as required
- Excellent attention to detail, organization and project management skills
- Proven ability to multi-task and work independently, quickly, efficiently, and accurately to meet deadlines
- Excellent interpersonal, relationship management, and diplomacy skills
- Highly proficient in MS Office Suite (e.g., Word, PPT, Excel, etc.)
- Highly proficient with video conferencing platforms (e.g., Zoom, Teams)
- Experience with websites and content management systems (e.g., WordPress)
- Experience with email marketing platforms (e.g., Marketing Cloud)
- Experience with digital/social media marketing

- Graphic design and/or video production skills are considered an asset
- Familiarity or experience with CRM systems, in particular Salesforce, is considered an asset

Working at the Resource Productivity and Recovery Authority

This is a contract (16 months) full-time role working Monday to Friday from 9:00 a.m. to 5:00 p.m., with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, , personal days, and three weeks of vacation

We have a hybrid work arrangement and support flexible work schedules. Remote work is expected to be completed from a location within Ontario. Our office is conveniently located at 175 Bloor St East in Toronto.

RPRA is committed to maintaining a professional and respectful work environment. RPRA prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be tolerated.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

RPRA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates in all aspects of the selection process.

Target salary range: $69,605.32 to $87,006.65

How to apply

Submit your cover letter and resume (Name_JobTitle_2026) to HR with job title in the subject line via : careers@rpra.ca.