

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 circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

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

Communications Advisor

The Communications Advisor will provide strategic communications and stakeholder engagement advice, assist in the development of comprehensive communication and stakeholder engagement plans, assist in the development of collateral materials, and provide support in implementing communications and stakeholder engagement activities.

Practically speaking, you will:

Strategic Communications and Stakeholder Engagement

- Develops and implements communications and stakeholder engagement plans and strategies in support of the Authority's key objectives, including Communications for Compliance (regulatory communications) initiatives, media relations, crisis communications, stakeholder engagement, government relations, internal and public communications, and Registry development
- Develops collateral materials to support communications and stakeholder engagement activities, including presentations and public disclosure documents such as the Annual Report and Business Plan
- Organizes and coordinates communications and stakeholder engagement activities such as consultation and stakeholder meetings and the Annual Public Meeting

Digital and Social Media Presence

- Supports the ongoing redevelopment and maintenance of the Authority's website, including content development and management
- Leads the development of the Authority's social media strategy, including managing social media channels, developing content, and contributing to the company's overall digital strategy
- Ensures ongoing monitoring of social media channels

Communications Support Activities

- Develops and maintains strong and positive working relationships with external vendors, stakeholders, and colleagues across the organization, effectively engaging and responding to requests and needs and managing projects, in order to achieve organizational objectives and priorities
- Write, edit and/or develop a broad range of communications content/collateral, including reports, news releases, web and social media copy, analysis, emails, blog posts, etc.
- Provides advice on proactive engagement, education and awareness initiatives, media requests, issues management, and crisis communications
- Monitors the Authority's external environment, including media and provincial legislative activity, for activities and commentary related to the Authority's scope and mandate
- Ensures the Authority's brand is used appropriately, correctly and throughout all communications
- Other duties as assigned

Qualifications

Education

- Bachelor's Degree or Diploma in communications, public relations, journalism, public policy, environmental science, or other related subject or equivalent work experience

Experience

- Minimum 5 years' experience in a complex regulatory environment or public sector or public interest organization in a communications or public policy role

Other Knowledge, Skills, Abilities or Certifications

- Advanced oral communications, writing, editing, and proof-reading skills
- Proficiency in Word, Outlook, Excel, and PowerPoint
- Website and social media management
- Graphic design and video production and editing skills are considered an asset
- Familiarity or experience with CRM systems, in particular Salesforce, is considered an asset
- Familiarity or experience with communications management systems, in particular Marketing Cloud, is considered an asset
- Excellent interpersonal, relationship management, and diplomacy skills
- Issues management skills to detect problems that may arise, assess impacts, and alert leadership as required
- Strategic thinking, planning, project management, and problem-solving skills
- Sound knowledge, understanding, and application of communications concepts, strategies, and technical skills required in planning, execution, and evaluation of communications plans
- Proven ability to multi-task and work independently, quickly, efficiently, and accurately to meet deadlines
- Ability to work well and stay calm under pressure
- Strong customer service orientation
- Excellent organizational and time management skills

Travel Requirements

- Occasional travel within Ontario

Physical Demands

- Office/Desk Job

Working with the Resource Productivity and Recovery Authority

This is a permanent full-time role working Monday-Friday from 9:00am-5:00pm, 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.** We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

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 taking part in all aspects of the selection process.

Min: \$66,446 – Mid: \$83,058 salary range

How to Apply:

Internal applicants and referrals: submit your resume to HR via careers@rpra.ca with Communications Advisor in the subject