

Are you passionate about reducing, reusing, and recycling? Do you envision a circular economy and waste-free future? Are you looking for an opportunity to create an environmental and economic legacy in Ontario with an organization doing incredible work?

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

We are the [Resource Productivity and Recovery Authority](#) (Authority) and our vision is: "A circular economy today for a waste-free tomorrow." And, our mission is: "Support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment."

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#) and the [Waste Diversion Transition Act, 2016 \(WDTA\)](#).

We are looking for an intelligent, talented and committed individual to join our team to support the government's efforts to create a clean and healthy environment for generations to come and establishing a new economy in which all waste is reused, recycled and reintegrated.

Communications Advisor

In this role, you'll provide strategic communications advice, assist in developing comprehensive communication and stakeholder engagement strategies, collateral materials, and implementing communications and stakeholder engagement activities. You'll work on a small team of 5 talented individuals and will report to the Director of Communications and Stakeholder Relations.

Your practical responsibilities will include:

- The development and execution of the Authority's communications and stakeholder engagement plans, including media relations, crisis communications, internal and public communications, public consultations and government relations
- Support the development and ongoing maintenance of the Authority's web assets, including social media and digital strategy and presence
- Support all communications activities across the Authority by maintaining strong working relationships with leaders and staff, provide advice on communications issues, and ensure brand consistency across all communication platforms
- Write, produce and edit a variety of content including news releases, reports, website content, blog posts, briefing notes, consultation reports, invitations for events, social media posts, emails, etc.
- Develop collateral materials to support communications and stakeholder engagement activities, including public disclosure documents such as the Annual Report, Annual General Meeting and Business Plan
- Prepare a daily media monitoring report by scanning both traditional and social media
- Monitor the provincial legislature related to the Authority's scope and mandate
- Provide advice on proactive engagement, education and awareness initiatives, media requests, issues management, and crisis communications

To succeed in this role, you need to be someone with a wide variety of skills who can approach numerous discrete tasks at a higher, strategic level and follow through with exceptional execution on an implementation level.

You'll also need to have experience working in a government agency or ministry, stewardship or policy organization, or similar regulatory body to understand the nuances of our operations, policies, and processes.

You'll excel in this role if you're someone who thrives in a dynamic, fast-changing environment. You're highly intelligent, able to adapt quickly to meet the needs of the organization, and not afraid to pitch in wherever needed, whether advising on high-level strategy or simply uploading a blog post to our website.

It also goes without saying that you should be an exemplary writer and editor, comfortable writing in a variety of styles and formats, and embrace technology. If this sounds like you, we want to meet you!

Working at the Resource Productivity and Recovery Authority

We are a small team in start-up mode operating in an entrepreneurial environment. We are looking for a team player who know what all hands-on deck means, can hit the ground running, and is ready to make the job their own.

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

This is a full-time, permanent position typically working Monday to Friday, 8:30am-5:00pm, though during COVID-19 we are working remotely and with a high degree of flexibility dependent on personal situations. We offer a highly attractive total compensation plan that includes a competitive salary commensurate with experience, health benefits, a defined contribution pension, and three weeks of vacation to start. Our office is conveniently located on the Yonge subway line at Sheppard Avenue.

Qualifications

- Minimum of 5 years experience working in a communications role in a complex regulatory environment, public-sector entity, government ministry, or similar public interest organization responsible for creating and managing internal and external communications pieces
- Sound knowledge, understanding, and application of communications and stakeholder engagement concepts, strategies, and technical skills required in the planning, execution, and evaluation of communications and stakeholder engagement plans
- Experience in media relations and issues management
- Experience working with Microsoft Office, including proficiency with Outlook, Excel, PowerPoint, Word, etc. and strong general technical aptitude
- Experience with website content management system (e.g., WordPress) and graphic design programs (e.g., Adobe Creative Suite) is considered an asset
- Experience with Salesforce and/or Marketing Cloud and/or other communications management system is considered an asset

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

How to Apply

Our online application will allow you to apply for this position as a complete person – not just a resume with key words. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

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 Black, Indigenous and racialized people, women, people identifying as LGBTQ2SI, veterans and people with disabilities. If we can make this easier through accommodation in the recruitment process, please use the “Help” button in the application.

We will review applications, **with priority given to those who have completed the assessment** and look forward to hearing from you.

Click the button below or visit <https://www.fitzii.com/apply/50782> to apply.

Apply Now