

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 \(RPRA\)](#) (the Authority) and 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.

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 \(WDTA\)](#) and their associated regulations.

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 accelerate a new economy in which all waste is reused, recycled and reintegrated.

This is an excellent position for someone with customer service experience looking to begin and grow a career in compliance in a collaborative and learning environment.

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 Chief 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 stakeholder 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, organize and coordinate consultations, and ensure brand consistency across all communication platforms
- Write, produce and edit a variety of content including news releases, reports, website content, compliance emails and notices, 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
- Monitor various media and prepare reports and/or posts by scanning relevant media channels
- 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, attentive to details, appreciate the specificity and nuance of language, and embrace technology. If this sounds like you, we want to meet you!

Working at the Resource Productivity and Recovery Authority

This is a full-time, permanent position typically working Monday to Friday, 8:30am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, a defined contribution pension plan, personal days and three weeks of vacation to start.

During COVID-19, we work remotely and support flexible work schedules. Upon our return to the office, we will continue to support flexible work schedules but depending on the job requirements you'll need to be able to commute to our office. We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

We are a small team operating in an entrepreneurial environment. We are looking for team players who know what all hands-on deck means, can hit the ground running, and are ready to make the job their own. You'll have plenty of opportunities for growth, development, and mentorship as you learn from our talented team. Our hope for you is that you'll be able to fine-tune your skills and move upward in our organization.

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

Qualifications

- Minimum of 3-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

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.

**If you are interested and qualified for this role,
please submit your CV and cover letter to:**

<https://www.fitzii.com/apply/53511>