

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. And, our mission is to support compliance with Ontario's producer responsibility laws 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 Coordinator** to support the government's efforts to protect the environment and advance a new economy in which waste is reused, recycled and reintegrated.

Communications Coordinator

Your main purpose will be to develop communications materials and provide support to the rest of the Communications and Stakeholder Relations Team, taking ownership over your contributions. Our team is lean, high-impact, and has high expectations. We care about our work and take pride in the final pieces we put our names on.

To succeed in this role, you'll need to be able to independently execute numerous competing tasks and meet deadlines with efficiency while maintaining high quality. You'll need to be someone who works well under pressure and thrives in a dynamic, fast-paced environment.

You're a critical thinker with a natural curiosity, able to adapt quickly to meet the needs of the organization, and not afraid to pitch in wherever needed, whether it be coordinating with vendors, writing reports, or uploading a blog post. We'll value the energy and ideas you bring to this role, and we want you to be forward-thinking in helping us grow and improve.

It also goes without saying that you should be an exemplary writer, comfortable writing in a variety of styles and formats, adept with digital tools, and have a strong interest in environmental issues. If this sounds like you, we want to meet you.

Practically speaking, you will:

- Provide administrative and operational support to the Communications Team, by assisting in the development and implementation of communications and stakeholder engagement plans and strategies in support of the Authority's key objectives, including Communicating for Compliance (regulatory communications) initiatives, media relations, crisis communications, stakeholder engagement, government relations, internal and public communications, and Registry development
- Support the ongoing maintenance of the Authority's website, intranet, circular

economy blog, and social media channels, including developing/writing/producing content

- Organize meetings and consultations, including taking minutes and writing reports
- Coordinate with vendors such as designers, translators, photographers, videographers, and printers for the creation of communications materials
- Oversee media monitoring, ensuring all deadlines are consistently met
- Share ideas or suggestions to improve processes and future content

Qualifications

Education

- Post-secondary degree or diploma in journalism, communications, public relations, environmental studies, or related subject

Experience

- 1-2 years' experience in a communications role, creating and developing content
- Experience in a complex regulatory environment 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
- Excellent attention to detail
- Excellent organization and time management skills
- Highly proficient in MS Office Suite (e.g., Word, PPT, Excel, etc.) and video conferencing platforms (e.g., Zoom, Teams)
- Experience with website content management systems (e.g., WordPress) is considered an asset
- Experience with email marketing platforms is considered an asset
- Experience with digital/social media marketing is considered an asset
- Graphic design and/or video production skills are considered an asset

Target Salary Range: \$46,000 - \$57,000

Working with the Resource Productivity and Recovery Authority

This is a permanent 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, a defined contribution pension, personal days, and three weeks of vacation to start.

During COVID-19, we work remotely and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** 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.

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.

Please submit your CV and cover letter to:

<https://www.fitzii.com/apply/72715>