

Are you an aspiring communications professional who's 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](#) (the 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 a talented and committed individual to join us as a **Communications Coordinator** to support the government's efforts to create a healthy environment and establish a new economy in which all 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 want to take pride in the final pieces we put our names on.

Practically speaking, you will:

- Provide administrative and operational support to the Communications and Stakeholder Relations Team, including assisting in the development of presentations and various communications materials (30%)
- Support the ongoing maintenance of the Authority's website, intranet, and social media channels, including developing/writing/producing content (25%)
- Organize meetings and consultations, including taking minutes and writing reports (25%)
- Coordinate with vendors such as designers, translators, photographers, videographers and printers for the creation of communications materials (10%)
- Oversee media monitoring, ensuring all deadlines are consistently met (10%)
- Share ideas or suggestions to improve processes and future content

To succeed in this role, you'll need to be able to independently execute numerous competing tasks and 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.

Working at 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 salary between \$45,000-52,000/yr (commensurate with experience), health benefits, a defined contribution pension, and three weeks of vacation to start.

During COVID-19, we work remotely and support flexible work schedules. Upon our return to the office, you'll need to be able to commute to our office at least a few days per week. 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

- Post-secondary degree or diploma in journalism, communications, public relations, environmental studies, or related subject
- 1-2 years' experience in a communications role, creating and developing content
- Must be able to demonstrate sound knowledge, understanding, and application of communications concepts, strategies, and tactics
- Highly proficient in MS Office Suite (e.g., Word, PPT, Excel, etc.)
- Experience in a regulatory environment, public-sector entity, or public interest organization is an asset
- Experience with website content management systems (e.g., WordPress) 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

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/51550> to apply.

Apply Now