

The **Nuclear Waste Management Organization (NWMO)** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

Communications Associate - Internal

We are currently seeking an experienced Communications Associate - Internal to join our energetic and fast-paced Stakeholder Relations team. Reporting to the Communications Specialist - Internal, the Communications Associate - Internal is responsible for supporting the implementation and execution of communication plans and analysis.

Responsibilities:

1. Maintain a strong NWMO presence on relevant platforms, and execute communication strategy, guidelines, protocols and tactical plans.
2. Create and manage editorial plans and content development for a range of communication channels, including web, social media and e-mail.
3. Project manage the production of communication material, from content development (writing, editing proofreading, approval, translation) to design, production, printing, distribution, mailing and placement. Ensure all materials:
 - Are consistent with and help achieve NWMO communications strategies;
 - Meet NWMO visual identity requirements;
 - Communicate consistent key messages;
 - Are appropriately adapted to multiple platforms where required;
 - Incorporate current communications best practice; and
 - Are appropriate given specialized needs of each target audience.

Examples of materials include: newsletters, backgrounders, brochures, reports, web copy, social media content, video scripts, exhibits, flyers and advertisements.

4. Manage a range of internal and external resources to ensure each project is produced on time, on budget, and in accordance with NWMO brand standards and communication strategies. Ensure resources are scheduled to avoid bottlenecks, delays or unnecessary costs. These resources typically could include graphic designers, photographers, translators, exhibit developers and printers.
5. Assist with the administration of NWMO's Corporate Sponsorships and Donations program which includes working with relationship managers and Indigenous engagement leads to submit proposals, organize committee meetings and manage communication about decisions.
6. Plan, research and collaborate with subject matter experts and members of the communications team to produce of written, video, graphic and other content for use in a range of platforms. Ensure content is adapted appropriately for maximum effectiveness in each platform.
7. Contribute to the development, implementation, management and evolution of NWMO communications strategies.
8. Support and assist with the development and implementation of communication plans and tactics, sometimes based on confidential information.
9. Use consistent proactive and reactive messages to effectively tell the NWMO story across all digital platforms, and align and integrate appropriately with offline messages.
10. Ensure corporate communication standards and policies, including visual identity, are applied consistently.
11. Use analytics to measure impact and produce reports and recommendations for continuous development and improvement.
12. From time to time, represent the NWMO in engagement activities. This may involve representing the NWMO at public engagement events such as open houses or trade conferences and handling questions from the public.
13. Keep up with trends in digital communication and develop strategies and tactics to appropriately adapt our activities to drive progress toward the NWMO's goals.
14. Perform other duties as required.

Qualifications:

- 4 year university degree in communications, public relations or journalism or equivalent.
- Over 2 years' experience in communications and public relations

- Requires experience in corporate communications to contribute to, support, and execute communications strategies and plans.
- Demonstrated experience to understand social media platforms, search engine optimization and web and social media analysis.
- Demonstrated ability to communicate through social media channels.
- Demonstrated experience in developing, writing, and editing content for a variety of communications media including web-based media.
- Requires excellent oral and written communications.
- Requires excellent project management and organizational skills.
- Requires strong customer service orientation to the work.
- Requires proficiency in standard word processing, presentation and desktop publishing applications.
- Proficient French language skills (written and oral) an asset.
- Must be eligible to work in Canada and must be able to meet security clearance requirements.

We offer competitive base salary, pension and health care benefits package.

The NWMO is committed to contribute to [reconciliation](#) in all its work by co-creating a shared future built on rights, equity and well-being. As an employment equity employer NWMO actively seeks Indigenous peoples, visible minorities, women, people with disabilities, and additional diverse identities for our workforce. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application quoting **Communications Associate – Internal** in the subject line via e-mail to: Employment@nwmo.ca by January 11, 2020.