

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.

SENIOR WRITER (18 Month Temporary)

We are currently seeking an experienced Senior Writer to join our energetic and fast-paced Stakeholder Relations team. Reporting to our Senior Manager, Communications – Content & Events at our Toronto headquarters, the successful candidate would be responsible for developing, writing and editing a wide range of communication material.

Responsibilities

- Develop, write and edit communication material required to implement Canada's long-term plan for the management of used nuclear fuel, including but not limited to, corporate annual reports, implementation plans, backgrounders, brochures, video scripts, website and social media content, responses to stakeholder questions and materials for presentations to internal and external audiences.
- Participate in communications planning and production scheduling for communication materials.
- Work collaboratively with senior management, subject matter specialists and other staff to confirm content required for materials.
- Project manage all aspects of document preparation to ensure processes remain on track and timelines met, with all internal reviews and approvals.
- Liaise with graphic designers, photographers, translators, illustrators, and printers during production of NWMO publications, to ensure that work is completed on-time and on-budget.
- Ensure corporate communications standards and policies, including visual identity, are applied. Attend meetings to review/discuss work plan updates and to discuss, clarify and establish action based items on audience needs.
- Contribute to and support implementation of the NWMO communication strategy.
- Perform other duties as required.

Qualifications & Experience

- A 4-year university degree, preferably in Communications, Public Relations or Journalism or equivalent level of education sufficient to attain accreditation from the Canadian Public Relations Society or the International Association of Business Communication.
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- Minimum 8 years solid writing experience, including corporate communications experience.
- Excellent written and oral communication skills.
- Excellent knowledge of communications principles and techniques.
- Extensive experience writing corporate communications material for multiple platforms, formats and audiences including substantive corporate reports such as annual reports.
- Years of project management experience in seeing communication materials through full production cycles.
- Demonstrated communications/public relations experience working in a high profile environment.
- Experience in developing a variety of communications tools and products and in developing communication vehicles for a variety of media.
- Extensive project management experience and strong organizational skills to manage workload with competing priorities and tight timeframes.
- Ability to work effectively under pressure with minimal supervision, and as part of a team.
- Strong relationship management skills to work with senior management, directors, managers, partners and stakeholders, subject matter specialists
- Ability to conceptualize easily, learn quickly and independently exercise good judgment and demonstrate initiative
- Bilingualism (French/English) would be a strong asset.

You must be eligible to work in Canada and must be able to meet security clearance requirements.

We offer competitive base salary.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application via e-mail by April 29, 2019 quoting **Senior Writer** in the subject line to: Employment@nwmo.ca.