



NUCLEAR WASTE MANAGEMENT ORGANIZATION SOCIÉTÉ DE GESTION DES DÉCHETS NUCLÉAIRES

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.

### **Assistant Communications Coordinator**

We are currently seeking an experienced Assistant Communications Coordinator to join our energetic and fast-paced Stakeholder Relations team. Reporting to our Senior Communications Manager at our Toronto headquarters, successful candidate would be responsible for coordinating communication requirements for events, support communication strategies and manage the production of communication material and internal communication plans and activities.

#### **General Accountabilities**

1. Coordinate communication requirements for events such as open houses, tours and conferences. Work collaboratively with colleagues across the organization to plan and organize logistics, develop and implement promotional plans and materials, develop displays and support other communication activities as required to ensure each event meets its objectives.
2. Provide on-the-ground support for events as needed.
3. Coordinate development, installation and maintenance of exhibits, kiosks and stands in communities. Coordinate the installation, adaptation, expansion and dismantling of exhibits and kiosks at events such as trade shows and open houses.
4. Contribute to and support development and implementation of NWMO communication and engagement strategies.
5. 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.

6. 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.
7. Ensure corporate communications standards and policies, including visual identity, are applied consistently.
8. Support the procurement process for services such as printing, translation and exhibit development. Help prepare scope of work and rating criteria for relevant RFPs. Help review and evaluate proposals and prepare purchase requisitions.
9. From time to time, represent the NWMO in engagement activities with both English and French audiences. This may involve representing the NWMO at public engagement events such as open houses or trade conferences and handling questions from the public.
10. Perform other duties as required.

**Qualifications:**

- 4 year university degree in communications, public relations or journalism or equivalent.
- Over 4 years' experience in communications and public relations
- Requires experience in corporate communications to contribute to, and support, communications strategies and plans
- Demonstrated experience in developing, writing, and editing content for a variety of communications media including web-based media.
- Experience coordinating exhibits, kiosks and stands at conferences, trade shows and open houses.
- Requires excellent oral and written communications.
- Requires excellent project management and organizational skills.
- Requires an understanding of procurement process to support the procurement of communication services.
- 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

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

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

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 quoting **Assistant Communications Coordinator** to: [Employment@nwmo.ca](mailto:Employment@nwmo.ca)