

Are you communications professional who is passionate about protecting the environment and a waste-free future?

If you can answer yes to this question, then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority \(RPRA\)](#) and we are 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 individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

We are looking for a **Communications Advisor** to support our work protecting the environment and accelerating a new economy in which all waste is reused, recycled, and reintegrated.

Communications Advisor

In this role, you'll report to the Manager of Communications and be part of a high performing team providing strategic communications advice across the organization, developing communications and stakeholder engagement strategies, and creating content and collateral materials.

To succeed in this role, you'll need a wide variety of communication skill and to be able to handle multiple tasks simultaneously, think strategically, work under pressure, and execute precisely.

You'll also need to have experience working in a government agency or ministry, stewardship or policy organization, or similar regulatory body to understand the nuances of our operations, policies, and processes.

You'll excel in this role if you're someone who thrives in a dynamic, fast-changing environment. You're highly intelligent, able to adapt quickly to meet the needs of the organization, and not afraid to pitch in wherever needed.

It also goes without saying that you should be an exemplary writer and editor, comfortable writing in a variety of styles and formats, attentive to details, appreciate the specificity and nuance of language, and embrace technology. If this sounds like you, we want to meet you.

Your practical responsibilities will include:

- The development and execution of RPRA's communications and stakeholder relations strategies and plans
- Support the development and ongoing maintenance of RPRA's web assets, including the corporate website, intranet, and social media

- Support all communications activities across the organization by maintaining strong working relationships with leaders and staff, provide advice on communications issues, organize and coordinate consultations, and ensure brand consistency across all communication platforms
- Write, produce, and edit a variety of content including news releases, reports, website content, compliance emails and notices, blog posts, briefing notes, consultation reports, invitations for events, social media posts, emails, etc.
- Assist in the development of key public disclosure documents such as the Annual Report and Business Plan
- Assist in the organization of the Annual Public Meeting
- Monitor various media and prepare reports and/or posts by scanning relevant media channels
- Monitor the provincial legislature related to RPRA's scope and mandate
- Provide advice on proactive engagement, education and awareness initiatives, media requests, issues management, and crisis communications

Qualifications

- 5 years experience working in a communications role
- Sound knowledge, understanding, and application of communications and stakeholder engagement concepts, strategies, and tactics
- Excellent writer and content developer
- High level of proficiency in Microsoft Office (Outlook, Excel, PowerPoint, and Word)
- Experience with website content management system (e.g., WordPress) and graphic design programs (e.g., Adobe Creative Suite) is considered an asset
- Experience in media relations and issues management is considered an asset
- Experience with Salesforce and/or Marketing Cloud and/or other communications management system is considered an asset
- Post-secondary degree/diploma in communications, public relations, journalism, public policy or other related subject or equivalent work experience

Target Salary Range: \$65,000 to \$75,000

Working at the Resource Productivity and Recovery Authority

This is a full-time, permanent position. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, a defined contribution pension plan, personal days, and three weeks of vacation to start.

We support remote work and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** For those who prefer to be in an office, we are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

We are looking for a team player who knows what all hands-on deck means, can hit the ground running, and is 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.

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.

**If you are interested and qualified for this role,
please submit your CV and cover letter to:**
communications@rpra.ca