



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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Communications Analyst / Analyste En Communications

Job ID	15-61-59-CA-60-DA	
Web Address	https://careers.indigenous.link/viewjob?jobname=15-61-59-CA-60-DA	
Company	Atomic Energy Of Canada Ltd.	
Location	Chalk River, Ontario	
Date Posted	From: 2022-09-13	To: 2023-03-12
Job	Type: Full-time	Category: Creative Media and Writers
Languages	English And French	

Description

As a federal Crown corporation, Atomic Energy of Canada Limited (AECL) has a mandate to enable nuclear science and technology and manage the Government of Canada's radioactive waste liabilities. Since 2015, AECL has been delivering its mandate through a Government-owned, Contractor-operated (GoCo) business model, whereby a private-sector organization, Canadian Nuclear Laboratories (CNL), is responsible for managing and operating AECL's sites on its behalf, pursuant to long term agreements. AECL's objectives under the GoCo model include accelerating Environmental Remediation Management, managing the Federal Nuclear Science and Technology Work Plan in support of government priorities and needs, and building a world-class nuclear laboratory that fulfils government priorities and grows commercial revenues, while reducing or containing costs and risks to Canada.

AECL is currently looking for a Communications Analyst based out of our Chalk River, Ontario or Ottawa office location. The Communications Analyst (Analyst) reports to the Director of Communications and Government Reporting, and supports AECL on various aspects of communications monitoring, communication materials, briefing materials, and coordination of communication, stakeholder and Indigenous engagement activities.

The Analyst will work closely with the Director, Communications and Government Reporting, as well as others in AECL who need support on communication, policy, analysis, oversight or coordination activities. The scope of the communications work includes support for both internal and external communications, including drafting or coordinating drafting of responses to media requests, helping with the coordination of engagement activities, tracking media and social media activity, and assisting with website and social media presence.

The Analyst will also support broadly the needs of the whole AECL organization around editing, drafting, coordinating and monitoring, with respect to briefing materials, government reporting materials, and other written products.

Essential Responsibilities:

- Support AECL's communication activities, both internal and external, including drafting and editing communications products, internal communication materials, drafting letters and tracking of stakeholder and Indigenous interactions and activities.
- Coordinate and support the planning for communications, stakeholder and Indigenous engagement activities.
- Support the monitoring of the external environment (including traditional and local media, as well as social media activity).
- Support AECL's web and social media presence.
- Provide support in overseeing communication activities of Canadian Nuclear Laboratories.
- Collaborate with and support colleagues across AECL on various communication needs, including presentations, events and other ad hoc activities.
- Provide support for responses to requests for information from government, including Parliamentary requests.
- Support as required various aspects of stakeholder and Indigenous relations.
- Support, as required, various aspects of strategic business planning, corporate reporting and government reporting.
- Provide writing, editing, analysis, coordination and data gathering support for any aspect of AECL's business.

Required Skills, Experience and Qualifications:

- University degree or an acceptable combination of education and experience in public affairs, communications, science, engineering, public policy, political science, English, French or related field with 1-2 years of experience.

- Excellent spoken and written communication skills in both English and French
- Excellent interpersonal skills to work with a broad range of internal and external stakeholders.
- Excellent time management skills to deliver on a range of requests often within very limited time constraints.
- Experience building relationships with a range of internal or external stakeholders.
- Experience in communications or policy roles is an asset.
- Experience in science policy or technical writing is an asset.
- Experience working on nuclear issues is an asset.

Please note the selected candidate must successfully meet Government of Canada security clearance requirements.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

AECL is an equal opportunity employer, dedicated to promoting a culturally diverse workplace. Preference may be given to members of a designated group (i.e., a woman, an Indigenous person, a person with a disability or a visible minority) to address identified under-representation, if applicable. We encourage candidates to self-identify.

This position is designated bilingual. However, in the event that there are no candidates that meet all of the expectations, candidates meeting all other essential qualifications could be considered.â€f

En tant que soci t  d'Etat f d rale, Energie atomique du Canada limit e (   EACL   ) a le mandat de soutenir la science et la technologie nucl aires et de g rer les responsabilit s du gouvernement du Canada en mati re de d chets radioactifs. Depuis 2015, EACL s'acquitte de son mandat au moyen d'un mod le d'organisme gouvernemental exploit  par un entrepreneur (   OGEE   ) en vertu duquel une entreprise priv e, les Laboratoires Nucl aires Canadiens (   LNC   ), est responsable de la gestion et de l'exploitation des sites d'EACL en son nom, conform ment   des ententes   long terme. Les objectifs d'EACL en vertu du mod le d'OGEE comprennent l'acc l ration des activit s de gestion de la remise en  tat des lieux, la gestion du Plan de travail f d ral sur les activit s de science et technologie nucl aires pour appuyer les priorit s et les besoins du gouvernement, ainsi que la construction d'un laboratoire nucl aire de classe mondiale afin de satisfaire aux priorit s du gouvernement et d'augmenter les revenus tir s des activit s commerciales, tout en r duisant les co ts et les risques pour le Canada.

EACL recherche actuellement un(e) analyste en communications qui sera rattach (e)   nos bureaux de Chalk River ou d'Ottawa, en Ontario.

L'analyste en communications (l'analyste) releve de la directrice des communications et des rapports gouvernementaux et apporte son appui   diff rentes activit s de communication y compris la surveillance des m dias, la pr paration de mat riel de communication et de documents d'information, ainsi que la coordination des activit s li es aux communications et   la mobilisation des intervenants et des groupes autochtones.

L'analyste travaillera  troitement avec la directrice des communications et des rapports gouvernementaux ainsi qu'avec d'autres membres du personnel d'EACL afin d'apporter son aide aux activit s li es aux communications, aux politiques,   l'analyse,   la surveillance ou   la coordination. L' tendue du travail de communication comprend le soutien aux communications tant internes qu'externes, notamment la r daction ou la coordination de la r daction des r ponses aux demandes des m dias, l'aide   la coordination des activit s ax es sur la collaboration avec les parties prenantes, le suivi des activit s li es aux m dias et aux m dias sociaux et l'assistance en ce qui a trait   la pr sence d'EACL sur le Web et dans les m dias sociaux.

L'analyste r pondra  galement, de fa on g n rale, aux besoins de l'ensemble de l'organisation d'EACL en mati re d' dition, de r daction, de coordination, de rapports gouvernementaux et d'autres produits  crits.

Principales responsabilit s :

- Soutenir les activit s de communication d'EACL, tant internes qu'externes, notamment la r daction et l' dition des produits de communication et du mat riel de communication interne, des lettres aux intervenants et le suivi des interactions avec les intervenants et les groupes autochtones.
- Coordonner et appuyer la planification des communications et les activit s ax es sur la collaboration avec les parties prenantes et les groupes autochtones.
- Appuyer la surveillance de l'environnement externe (y compris les activit s li es aux m dias traditionnels, m dias locaux et aux m dias sociaux).
- Fournir une assistance en ce qui a trait   la pr sence d'EACL sur le Web et dans les m dias sociaux.
- Assurer un soutien dans le cadre de la surveillance des activit s de communication des Laboratoires Nucl aires Canadiens.
- Collaborer avec les coll gues au sein d'EACL et les aider dans leurs besoins en communications, y compris la pr paration de pr sentations, d' v nements et autres activit s sporadiques.

- Aider a repondre aux demandes d'information du gouvernement, y compris aux demandes provenant du Parlement.
- Soutenir au besoin tout aspect des relations avec les parties prenantes et les groupes autochtones.
- Appuyer au besoin les differents aspects de la planification strategique des activites et de la presentation des rapports d'entreprise ainsi que des rapports gouvernementaux.
- Assurer un soutien a la redaction, a l'edition, a l'analyse, a la coordination et a la collecte de donnees pour tout ce qui est lie aux activites d'EACL.

Competences, experience et qualifications requises :

- Diplome universitaire ou une combinaison acceptable d'education et d'experience en affaires publiques, communications, sciences, ingenierie, politique publique, sciences politiques, anglais, francais ou dans un domaine connexe, avec un a deux ans d'experience.
- Excellentes aptitudes en communications verbales et ecrites, tant en francais qu'en anglais.
- Solides competences en matiere de relations interpersonnelles pour travailler avec un large eventail de parties prenantes internes et externes.
- Excellentes aptitudes en gestion du temps afin de pouvoir repondre a diverses demandes souvent en respectant des delais tres serres.
- Experience dans l'etablissement de relations avec diverses parties prenantes internes ou externes.
- Experience dans des postes lies aux communications et aux politiques, un atout.
- Experience en redaction de politiques scientifiques ou redaction technique, un atout.
- Experience de travail dans le domaine de l'energie nucleaire, un atout.

Veuillez noter que le candidat selectionne doit satisfaire aux exigences en matiere de securite du gouvernement du Canada.

Bien que nous considerions avec grand interet toutes les candidatures, seuls les candidats qui seront retenus seront convoques en entrevue.

EACL est un employeur qui souscrit au principe de l'egalite d'accès a l'emploi et s'est engage a favoriser la diversite culturelle de la main-d'oeuvre. La preference peut etre accordee aux membres d'un groupe designe (c'est-a-dire une femme, un autochtone, une personne handicapee ou une minorite visible) pour remedier a une sous-representation identifiee, le cas echeant. Nous encourageons les candidats a s'auto-identifier.

Ce poste est designe bilingue. Toutefois, dans le cas ou aucun des candidats ne repondrait aux exigences linguistiques, les candidats repondant a toutes les autres qualifications essentielles pourraient etre pris en consideration.

How to Apply

Click "Apply Now" or visit Company website: <https://www.aecl.ca/>