



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Communications Analyst

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|--------------------|---|--------------------------------------|
| Job ID | F4-77-DC-5A-E6-E1 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=F4-77-DC-5A-E6-E1 | |
| Company | Atomic Energy Of Canada | |
| Location | Chalk River, Ontario | |
| Date Posted | From: 2020-11-25 | To: 2020-12-25 |
| Job | Type: Full-time | Category: Creative Media and Writers |
| Languages | English And French | |

Description

Atomic Energy of Canada Limited (AECL) is a federal Crown corporation responsible for enabling nuclear science and technology and protecting the environment by managing the Government of Canada's decommissioning and radioactive waste responsibilities.Â

We deliver our mandate through a contractual arrangement withÂ Canadian Nuclear LaboratoriesÂ for the management and operation of our sites. Details on AECL's activities and our governance model can be found on our website www.aecl.ca.

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AECL is currently looking for a Communications Analyst based out of our Chalk River, Ontario or Ottawa office location.

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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.Â

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.Â 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.

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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:Â

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.

Experience

Required Skills, Experience and Qualifications:

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.

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

Education Requirements

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.

How to Apply

Click Apply Now!

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.