



Communications Coordinator

Halifax, Nova Scotia

At [OERA](#) (Offshore Energy Research Association), we're helping Atlantic Canada move toward a more sustainable energy future by producing credible and objective data to inform sound energy policies and decisions. Our focus is on coordinating research and projects that will help to decarbonize our region's economy, mitigating climate change impacts and moving Atlantic Canada toward net-zero emissions by 2050. Our clients include government and industry representatives who need complete and reliable information to guide thinking and action.

OERA is changing the way energy research is delivered. We're in the business of facilitating collaborative, made-to-order research projects that resolve key energy-related questions. We are growing fast and are looking to add to our team. Currently, we are seeking a **Communications Coordinator**.

Our Opportunity

As OERA's Communications Coordinator, you will have an impact on our region's transition to a low-carbon economy. We are looking for a professional to join our team on a full-time basis. Reporting to the Operations Manager, you will create communications strategies to support OERA's internal and external communications. If you are a strategic communicator who enjoys the challenge of clearly communicating complex issues to diverse audiences, we want to hear from you.

In this position, you will be responsible for:

- Preparing and implementing communications strategies for internal and external stakeholders,
- Creating content for newsletters, presentations for internal/external delivery and website content
- Contributing to and reviewing material for requests for proposals,
- Supporting media relations activities, including responding to media inquiries,
- Social media management, including coordinating content for multiple accounts on Twitter, LinkedIn, Vimeo and other platforms as required.

Your qualifications include:

- Undergraduate degree and/or diploma from a recognized post-secondary institution in public relations, marketing, communications studies, or journalism,
- Superior written communications skills,

- Some experience in executing strategic communications plans and integrated marketing techniques,
- Strong interpersonal and oral communications skills, and
- Knowledge of best practices in communications and social media trends and strategies.

This position has funding from the *Graduate to Opportunities Program*, supported by the Province of Nova Scotia. Eligibility criteria includes:

- Graduated from a post-secondary program within the last year

If interested in this position, please submit your cover letter and resume, merged into one document, by **Monday, January 17**. We thank all applicants, however only candidates selected for an interview will be contacted.

OERA is committed to the principles of employment equity. We encourage applications from qualified women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, and people with disabilities. Preference will be given to Canadian citizens, permanent residents, or person who have been granted Refugee status in Canada.

Please note, to be considered for a career opportunity at OERA you must have received the full series of COVID-19 vaccine approved by Health Canada and provide proof of immunization. You will also be required to receive any COVID-19 boosters recommended by Health Canada.

Please apply to:

Ms. Nalani Perry, Operations Manager

careers@oera.ca