



Communications and Engagement Manager
Full Time, Term Position (Late April 2024 to early September 2025)
Charlottetown

Island Waste Management Corporation (IWMC) is seeking applicants for the position of Communications and Engagement Manager. Reporting to the CEO, the Manager provides communications advice and support to the leadership team and develops and leads public engagement initiatives. The Manager also has a key role in the implementation of projects, strategies and services intended to support the advancement of the corporation's strategic priorities.

Responsibilities:

- Provide advice and support in best practice communications including responses to the media, and creating and distributing content for online and print resources;
- Leads marketing and public relations for IWMC;
- Maintain positive relationships with members of the media, collaborating with other managers and staff to implement and refine communication strategies;
- Monitor the public environment, analyze issues and situations, and keep the CEO and management team continuously informed and prepared to speak to issues;
- Work with the leadership team to develop and lead strategic marketing and engagement initiatives;
- Act in the lead technical role in writing, producing and distributing major presentations, documents, publications and supporting materials, such as annual reports, briefing notes, newsletters, calendars, speaking notes/presentations, educational materials, and IWMC public-facing signage; and
- Manage IWMC online presence including website management and social media strategy/implementation.

Skills and Qualifications:

- Post-secondary Diploma or Degree, preferably in Communications, Public Relations, Marketing or Journalism;
- Exceptional communication (written and verbal) and relationship building skills;
- Strong time management, research, and analytical skills to provide practical options and solutions;
- Sound understanding of policy issues that affect decision-making processes;
- Considerable experience in media relations;
- Experience in change management and public engagement;
- Ability to work effectively with both individuals and teams;
- Project management and strategic planning experience;
- Experience in graphic design is an asset;
- Experience in leading contract execution and management with contracted partners;
- Knowledge of the Waste Watch Program is an asset; and
- A valid driver's license and reliable home internet connection to allow for communications support during storms, collection disruptions, etc.

The successful candidate must provide a satisfactory Criminal Record Check.

Hours: 75 hours bi-weekly

Salary: \$62,907 - \$78,663/year
This position offers medical and dental benefits, and a retirement plan.

Closing Date: Friday, March 29, 2024 at 5PM AST

Please submit a cover letter and resume to:

Susan Frizzell, HR Manager
Island Waste Management Corporation
110 Watts Avenue
Charlottetown PE
C1E 2C1
Email: jobs@iwmc.pe.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.