

Communications Coordinator

(Maternity Leave Replacement)

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is the independent regulator of petroleum-related activities in the Canada-Newfoundland and Labrador Offshore Area, on behalf of the federal and provincial governments. Created in 1986 through the Atlantic Accord and its implementing legislation, the C-NLOPB provides regulatory oversight of operator activities in the areas of health and safety, environmental protection, resource management and Canada-Newfoundland and Labrador benefits. On April 5, 2022 governments announced that the C-NLOPB will be renamed the Canada-Newfoundland and Labrador Offshore Energy Board, reflecting their intention to modernize the organization's mandate to include the regulation of activities related to offshore renewable energy development.

The C-NLOPB invites applications for the temporary position of **Communications Coordinator**. It is expected that the successful candidate will commence employment around mid-September for a term of approximately 14 months.

Reporting to the Communications Lead, the **Communications Coordinator** will:

- Coordinate website translation and upload content to C-NLOPB websites
- Assist with the development and maintenance of C-NLOPB social media accounts and websites
- Assist with the development of strategic internal communications, including the organization of all-staff town halls
- Coordinate Annual Report publication
- Assist with strategic external communications, including the design and execution of communications plans, consultation plans and stakeholder engagement
- Support the development of communications-related procedures for the C-NLOPB's Business Management System
- Assist with communications elements of the C-NLOPB's emergency response plan
- Other related duties assigned as required

Qualified applicants possess a bachelor's degree in public relations or communications management, or a degree in a related discipline supplemented by a diploma in public relations or communications management. Proficiency in French would be an asset.

Interested persons may submit an application by July 29, 2022 to:

Human Resources Manager
Canada-Newfoundland and Labrador Offshore Petroleum Board
240 Waterford Bridge Road
The Tower Corporate Campus – West Campus Hall
Suite 7100
St. John's, NL A1E 1E2

E-mail: careers@cnlopb.ca or Fax: (709) 778-1473

Any personal information you submit to the C-NLOPB in support of an application for employment is protected under privacy legislation. Our complete Privacy Statement and further details about the C-NLOPB can be accessed on our website at <http://www.cnlopb.ca>.

The C-NLOPB is an equal opportunity employer and values a diverse workforce.