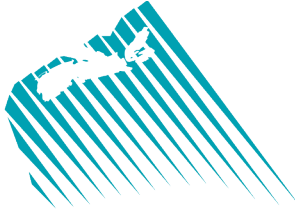


CNSOPB



CANADA-NOVA SCOTIA
OFFSHORE PETROLEUM BOARD

Advisor, Communications

(Two year contract position)

The Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) is located in Dartmouth, Nova Scotia, and is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities in the Canada - Nova Scotia Offshore Area. Governments have announced their intent to expand our mandate to include the regulation of offshore renewable energy development in the Canada-Nova Scotia Offshore Area.

The Advisor, Communications reports to the Chief Executive Officer and is responsible for supporting the implementation of the CNSOPB's communication strategy. This includes:

- Stakeholder relationship engagement strategy.
- Crisis communication and issues management.
- Media relations, website, and social media.
- Public consultation and engagement (including Indigenous Groups).
- Internal Communications.

The responsibilities include:

- Support the development and execution of communications activities.
- Maintain effective relationships with media, respond to / coordinate all media calls and requests for interviews, and organize other events.
- Prepare news releases, holding statements, speeches, presentations, etc.
- Serve as CNSOPB spokesperson as required.
- Oversee, maintain current, and maximize effectiveness of website, intranet, and social media content, in collaboration with the Management Team.
- Support the implementation communication strategies.
- Support the Director, Operations, Health, Safety & Environment in the coordination of the Indigenous engagement process.

The successful candidate will possess the following qualifications and competencies:

- Bachelor's degree in journalism, public relations, or communications with relevant experience in a science/technical communications role.
- Minimum of 5 years of experience.
- Bilingualism (English and French) is an asset.
- Well developed computer skills in Word, Excel, and Outlook.
- Understanding of how public opinion is formed.
- Understanding of how the public sector develops and sets policy.
- Dynamic communication and presentation skills.
- Works effectively under pressure.
- Ability to analyze, research and write reports.
- Experience in engaging with the media, government, industry, Indigenous groups, special interest groups and the public.

Compensation: Commensurate with qualifications.

Applications will be marked confidential and must be submitted to:

Tara Jennings
Advisor, Audit, Evaluation & Human Resources
Canada-Nova Scotia Offshore Petroleum Board
27-201 Brownlow Avenue
Dartmouth, NS B3B 1W2

Telephone: (902) 422-5588
Facsimile: (902) 422-1799
Email: tjennings@cnsopb.ns.ca
URL: www.cnsopb.ns.ca

Please submit all applications by: June 6, 2023

CNSOPB is committed to employing staff who are representative of the diverse community we serve. If you are a member of one or more of the following designated groups, you are encouraged to self-identify on your cover letter or resume: Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented.

The CNSOPB thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.