

Career opportunity

Location: Calgary

Position: Communications Advisor

Type: Permanent

Division: External Affairs and Communications

What we do

The Alberta Utilities Commission is an independent, quasi-judicial agency of the province of Alberta. The AUC is responsible to ensure that the delivery of Alberta's utility service takes place in a manner that is fair, responsible and in the public interest.

We regulate investor-owned natural gas, electric and water utilities and certain municipally owned electric utilities to ensure that customers receive safe and reliable service at just and reasonable rates. The AUC ensures that electric facilities are built, operated and decommissioned in an efficient and environmentally responsible way. The AUC also provides regulatory oversight of issues related to the development and operation of the wholesale electricity market in Alberta as well as the retail gas and electricity markets in the province.

The ideal candidate

As a communications advisor at the Alberta Utilities Commission, you will be instrumental in developing and implementing comprehensive communications plans. Your role involves collaborating with internal and external stakeholders to ensure that messaging is clear, consistent and aligned with organizational goals. You will deliver initiatives that enhance the organization's reputation, manage communications efforts in consultation with AUC staff and periodically engage with external stakeholders and media.

Key responsibilities

- Develop, implement and manage strategic communications plans and initiatives.
- Write, edit and proofread announcements, articles and web pages, ensuring adherence to *The Canadian Press Stylebook*.
- Manage and upload daily content to AUC's internal and external websites, ensuring timely and accurate updates.

- Support and manage internal communication processes, producing quality deliverables as requested.
- Identify process improvements.
- Liaise directly with staff, leaders, Commission members, media and stakeholders.
- Deliver effective verbal communication and presentations with confidence and sensitivity.
- Provide support for issue management as directed.
- Prepare, administer and analyze surveys.
- Support in responding to emergency issues or situations through the development or delivery of communication responses.

Qualifications

- Five to 10 years of communications experience.
- Diploma or degree in communications, journalism, public relations or a related discipline.
- Proven experience in developing and executing communications plans and initiatives.
- Experience writing and editing documents according to *The Canadian Press Stylebook* considered an asset.
- Media relations experience with the ability to cultivate relationships with journalists and media outlets.
- Proficient in graphic design and visual identity, with experience in Adobe Creative Suite.
- Solid understanding of internal and external communications strategies.
- Experience in website management, including content creation and updates.
- Excellent writing, editing and proofreading skills, with a keen attention to detail.
- Strong organizational skills with the ability to manage multiple projects and deadlines effectively.
- Ability to collaborate with diverse teams and build effective working relationships.

Why the AUC is a great place to work

- Fair compensation.
- Paid office closure days.
- Flex day program.
- Generous flexible benefits program.
- Participation in the Public Service Pension Plan.
- Hybrid work model.
- Work-life integration.
- Collaborative work environment.
- Professional development opportunities.

How to apply

Please send your resume to opportunities@auc.ab.ca and include your name in the subject line. Applications will be accepted until November 3, 2024.

We thank everyone who applies for their interest in the AUC. Please be advised that we will only be contacting those applicants who we will be scheduling for an interview.

The AUC is proud to be an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for everyone.