

## Director of Communications & Public Affairs

### About this opportunity:

Actua has an immediate job opening for a dynamic and highly experienced communications professional to serve as its new Director of Communications and Public Affairs. Actua is Canada's largest science, technology, engineering and mathematics (STEM) outreach organization, and we're looking for an exceptionally driven candidate who is media savvy, an excellent writer, and is dedicated to driving the organization's mission forward. This is a full time position located in Ottawa, reporting to Actua's CEO.

This job is ideal for someone who is looking for a fun, entrepreneurial, high profile, fast paced environment. It is an incredibly unique opportunity to work in collaboration with multinational corporations, community leaders, and governments to advance STEM skills among youth in Canada. (When possible again) You will also travel to different parts of the country, serving as a key ambassador for Actua. You are someone who knows the Ottawa bubble but is also keen and capable to build profile in other key hubs and across the country.

### What you will do:

- **Strategic Planning and Reporting:** As part of the organization's senior team, you will be responsible to develop and implement strategic communications plans that help drive forward Actua's overall mission and theory of change. You will also be in charge of reporting to Actua's Board of Directors.
- **Media Relations:** You will be in charge of overseeing Actua's national media presence, and positioning Actua as a thought leader in STEM outreach. Working with Actua's contracted PR agency, you will develop and send out story and interview pitches, news releases, and op-eds. You will also be in charge of preparing Actua's CEO for all media interviews and appearances, as well as coordinating media on site at Actua events.
- **Writing:** You will be in charge of writing and editing all major external communications materials including annual reports, website content, social media posts, position papers, and outreach to key stakeholders. Working closely with Actua's CEO, you will also be in charge of writing thought leadership pieces including speeches, presentations, blogs, and more.
- **Government Relations:** You will support Actua and its network's advocacy efforts to advance provincial and federal policy for youth in STEM. You will work closely with Actua's contracted GR agency to arrange meetings for the CEO with public officials, develop briefing documents, letters, budget proposals, and work to steward and grow relationships with key public office holders.
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- **Events:** You will be in charge of overseeing the organization and execution of all Actua's events including panels, funder engagement events, public engagement events, awareness day events, and more. The work includes logistics (venue, catering, schedule), development of promo materials, media relations, special guests invites, on-site coordination and more.
- **Social Media:** With support from Actua's Manager of Communications, you will oversee all social media planning and execution. This includes social media campaigns, event coverage, promotion of Actua's network members, Actua's Outreach Team, and special projects supported by funders.
- **Website management:** With support from Actua's Manager of Communications and Actua's contracted website designer, you will oversee website content, layout, and navigation.

## About you

- You are an excellent oral and written communicator
- You are a self-starter. Where you have gaps in your own understanding, you're a self-motivated learner that loves to explore, and you can quickly pick up new concepts and ideas independently.
- You are a great team player. You are excited about the opportunity to work with multiple teams to propose new ideas and help bring their vision to life.
- You have an established network and are an excellent relationship builder with internal and external stakeholders.
- You are a sophisticated communicator, who thrives on pressure and is comfortable being readily available to support the CEO and other senior executives.

## Qualifications

- Degree or Diploma in communications, journalism, public relations or related field
- 6-8 years' or more recent experience in a senior communications role including executive level communications
- Possess strong, strategic and innovative communications leadership experience and proven expertise in all areas of communications.
- Demonstrated ability to write effectively, in a wide variety of writing styles, for a wide variety of media and audience types.
- Proven ability to prioritize and work proactively, with immediate, short-term, medium-term and long-term deliverables always in progress
- Ability to manage a team of high performing individuals
- Experience working in STEM communications is an asset
- Experience working in public affairs is an asset
- Bilingual in English and French is an asset



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## **Why Work With Us**

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking down barriers to STEM. Actua's National Indigenous Youth in STEM (InSTEM) Program, National Girls Program and other programs are designed to engage underrepresented and underserved youth populations across Canada. Each year, Actua and its growing network of 41 college and university-based members engage over 300,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and access to group health and medical benefits, and RRSP matching. For more information about us, please visit [www.actua.ca](http://www.actua.ca).

## **To Apply**

Please submit your cover letter and resume as a single PDF document on the Actua employment page. If you have work samples, such as a professional portfolio and/or links to campaigns you have developed, please include them with your application. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you have a disability and require an accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.