

Position Profile

Communications Specialist

Calgary or Edmonton, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (IAC) team, you'll join a high-functioning marketing and communications team that values respect, collaboration, and continuous improvement.

In this new role, you'll collaborate with team members locally, nationally and internationally to develop and implement internal and executive communications strategies and materials. You will expand Invest Alberta's internal communications program and craft impactful narratives to tell Alberta's story to the world.

The ideal candidate prioritizes engagement with teams and partners to build strategies that reflect a deep understanding of the environment and the needs of all parties involved. You are a high performer who values collaborative relationships and can juggle working with multiple teams and projects. You possess exceptional creativity, attention to detail, strong analytical skills, and have built a portfolio of high-quality content.

Primary duties:

- Developing and implementing a comprehensive internal communications program and strategy tailored to the business needs, including messaging, communication channels, and diverse tactics,
- Identifying innovative approaches to enhance employee engagement,
- Crafting compelling speeches, presentations, and key messages for executive leaders to align with organizational mission and objectives,
- Collaborating with organizational leaders to ensure communications are aligned with priority audiences, brand voice, and strategic direction,
- Managing the flow of communications materials in a complex environment, ensuring that all appropriate parties have signed off before they are made public,
- Analyzing feedback and metrics to continuously improve communications approaches and improve outcomes,
- Understanding the evolving needs of the broader team and developing the messaging they need to succeed,
- Developing, maintaining, and strengthening professional working relationships across the organization and its partner network.

Additional Requirements:

- Highly organized and focused, able to prioritize multiple tasks and navigate requests from internal and external stakeholders.
 - Strong interpersonal communication skills - both written and verbal
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- Exceptional attention to detail, including familiarity with CP Style
 - A keen desire to learn and improve
 - Values building and maintaining an inclusive, respectful team
 - Can discretely handle confidential information and data

Qualifications

- Bachelors' degree with a concentration in public relations, communications, or related field,
- 3+ years of progressive experience in communications,
- Experience successfully developing and implementing strategic communications plans, internal communications products, and writing speeches,
- Demonstrated success increasing audience interest and engagement with tangible measures,
- Proficiency with Microsoft Office Suite
- Experience in balancing the interests of internal clients and diplomatically aligning diverse priorities around a common agenda and a consistent strategy.

About the Organization

IAC works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. IAC is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

How to Apply

Interested in being a part of a dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply by including a cover letter, resume, and salary expectations to hr@investalberta.ca.

Closing Date: Open until a suitable candidate is found.

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.

To learn more about IAC & this position please visit: investalberta.ca
