



Communications Officer

About the Funds

The Ship-source Oil Pollution Fund (Ship Fund) compensates victims of pollution from the discharge of oil from ships in Canadian waters.

The Fund for Railway Accidents Involving Designated Goods (Rail Fund) compensates victims of damages caused by a major crude-by-rail accident.

The Funds are managed as separate entities by an Administrator and a small team of dedicated staff, supported by a shared corporate services team. Approximately 25 employees, consultants and students occupy a single office location in downtown Ottawa. Employees have a wide variety of backgrounds and expertise, including finance, law, marine and rail expertise, communications, information management, and administration.

Additional information on the Funds can be found on their websites and in their respective annual reports:

- Ship-source Oil Pollution Fund (www.sopf.gc.ca)
- Fund for Railway Accidents Involving Designated Goods (www.fraidg.gc.ca)

Requirement

We are looking for a **bilingual Communications Officer** to provide comprehensive communications and outreach support for both Funds.

Under the supervision of the Communications Manager, the Communications Officer will:

- Write, proofread, and edit a wide variety of engaging, easy-to-understand, educational communications products for the relevant audience.
- Assist with the content creation, monitoring, scheduling, and overall strategy of social media publications with associated content and visuals.
- Supporting the development and implementation of the strategic communications, marketing and public relations strategies, campaigns, and initiatives.
- Support the coordination, logistics and inventory management of the Funds' outreach calendar for both virtual and in-person events.
- Update and maintain the outreach database to support the communications reporting and analytics.
- Proofread and edit English and French documents using plain language best practices.
- Support the implementation of the brand and styles guides in line with our communications strategies.



This is an indeterminate full-time position based in our Ottawa office. Consideration may be given to allowing flexible work arrangements under the Administrator's policy on telework.

Profile

Candidates should have the following minimum qualifications:

- University degree in communications, marketing, public relations, or journalism.
- 4 years of relevant work experience.
- 2 years of experience in project coordination.
- Experience in managing and producing content for social media platforms including Facebook, YouTube, Twitter, Instagram, LinkedIn
- Proven, solid grasp of communication and marketing fundamentals, tactics, strategy, and plans.
- Bilingualism: Excellent level of proficiency in English and in French (orally and in writing)
 - Demonstrated high proficiency in editing for print and electronic, including excellent control of style variations for different media formats, and tone for different audiences using accessibility, inclusivity and plain language best practices.
- Self-motivated, self-directed, and assertive; ability to work under minimal supervision.
- Understanding of the government environment or the maritime or railway sector is an asset.
- Understanding of office procedures as well as standard office software such as Microsoft Office 365, MS Word, PowerPoint, and Excel.
- Eligibility for a reliability security clearance.

Compensation

The starting salary ranges from \$60,000 to \$75,000 for a 35-hour/week, depending on the experience and subject to position review and update.

Please note that employees of the Funds are outside of the federal public service and are not covered by the collective bargaining agreements or the pension and benefits regime of the federal government.

How to apply

Please submit a cover letter along with your resume at info@sopf.gc.ca using subject line: Application for Communications Officer.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.



Office of the Administrator of the
Ship-source Oil Pollution Fund

Bureau de l'administrateur de la Caisse
d'indemnisation des dommages dus à la
pollution par les hydrocarbures causée
par les navires

Office of the Administrator of the
Fund for Railway Accidents Involving Designated Goods

Bureau de l'administrateur de la Caisse
d'indemnisation pour les accidents ferroviaires
impliquant des marchandises désignées

We are committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise us if you require accommodation.

Deadline for applications
September 4, 2023