



Communications Specialist

GrandBridge Energy Inc. is guided by a vision to be a leader in energy transformation and driven by a mission to bridge communities to the energy future. GrandBridge Energy delivers safe and reliable electricity to 113,000 customers in the City of Brantford, the City of Cambridge, the Township of North Dumfries, and the County of Brant. Our talented employees fulfil our mission to help our communities bridge the transition towards an evolving and dynamic energy future. Our values are the principles and beliefs that guide our operations.

Reporting to the Customer Service Communications Manager and the Corporate Communications Manager, the Communications Specialist will support the development and delivery of Corporate and Customer communications, digital media, and events (websites, social media, graphics, video, Intranet, employee and community visibility events, etc.), while ensuring alignment with GrandBridge Energy's Communications and Community Strategies as well as brand standards. The role will support the Executive Assistant, Corporate as required. This position offers a hybrid work opportunity for both in-office and remote work. In-office reporting is required at both our Cambridge and Brantford locations.

Major Responsibilities:

- Assist with executing the Community, Corporate, and Customer Communications Strategies.
- Coordinate the production of related promotional materials for external and internal campaigns (e.g., bill inserts, posters, ads, website, intranet, presentations, invitations and e-newsletter).
- Collaborate across functional areas to develop and deliver consistent and efficient communications plans and products.
- Track and generate reports related to communication metrics, both internal and external.
- Maintain the departmental files and record-keeping systems.
- Support key employee initiatives/events, customer-based activities, and other communications projects as assigned.
- Complete purchase orders for management authorization for design work and print production.
- Coordinate logistics for internal, website, media, and/or social media video projects.
- Support internal communications, maintenance of the company intranet and engagement activities.
- Support development of engaging content and provide monitoring support for GrandBridge Energy's corporate website and social media platforms, which include Facebook, Twitter, Instagram, YouTube and LinkedIn.
- Participate in social media duties during major events or when dealing with reputational issues.
- Provide off-hours support for event related requirements, social media major events, and emergency issues that may arise outside of business hours.
- Support the development of the annual Communications budgets and ensure the department operates within the approved budget.
- Participate and assist in organizing events and activities (e.g., customer meetings, employee communication events, community events).
- Connect with businesses and community organizations regarding opportunities for donations and sponsorships.
- Contribute to a positive workplace culture by fostering collaboration, maintaining a positive attitude, supporting our customers, and contributing to a respectful and inclusive environment.
- Assist and provide backfill for the Executive Assistant, Corporate, when necessary, with administrative and executive support to the President & CEO and Leadership team, including the development and circulation of private and confidential documents and communications.



- Provide backup support to the Customer Services Communications Manager and the Corporate Communications Manager, including assistance with projects involving sensitive employee and customer information.
- Perform other duties as assigned.

Qualifications:

- Post-secondary education in Communications, Public Relations or Journalism.
- Minimum of three years working experience in Communications, Public Relations, Marketing or a related field.
- Experience related to utilities, electricity or the energy sector is considered an asset.
- Strong research, writing and editing skills with a keen attention to detail.
- Ability to write effectively in plain language for print, web, video, and e-newsletters.
- Knowledge of and ability to comply with policies, procedures, communication and graphics standards, related legislation (e.g., accessibility, privacy), and Canadian Press Standards.
- Analytical and organizational skills to edit and proofread own and others' work, assess and respond appropriately to inquiries (referring issues to other staff and management as appropriate).
- Computer skills with the ability to use software such as Microsoft Office, desktop publishing software, social media / web-based communication tools, and website management software (e. g., WordPress, Canva, iMovie, Adobe Pro, Hootsuite or other social media monitoring tools).
- Demonstrated collaborative approach, including the ability to build relationships and work with employees at all levels of the organization.

We offer an excellent working environment, career path exploration and development opportunities, a comprehensive total rewards package, and opportunities to get involved with teams and charitable events that support and make a difference in our community. To become a member of our team, please forward your resume by **June 27th, 2024** to careers@grandbridgeenergy.com. When applying for the position, please quote "**Communications Specialist**" in the subject line.

GrandBridge Energy
39 Glebe Street, P. O. Box 1060
Cambridge, Ontario N1R 5X6
or email: careers@grandbridgeenergy.com
Check us out at <https://grandbridgeenergy.com/>



We appreciate the opportunity to review all resumes, however due to volume, only those under consideration will be contacted. We retain all resumes for a period of 12 months. In the event a similar position becomes available, your application may be considered.

GrandBridge Energy is an Equal Opportunity Employer and is AODA compliant.