



## Communications Specialist

### Who We Are:

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. We are proud to provide safe, reliable electricity to over 113,000 customers across the City of Brantford, the City of Cambridge, the Township of North Dumfries, and the County of Brant. Our team of dedicated professionals are committed to helping our communities navigate the transition towards a dynamic and evolving energy landscape. The principles and beliefs that guide our operations are deeply rooted in our values. Join us in our mission to shape the future of energy.

### What We Offer:

- Competitive Salary
- Employer Benefits Package
- OMERS Pension Plan
- Training and Educational Reimbursement Programs
- Professional Development & Career Opportunities
- Wellness Resources & Healthy Lifestyle Incentives
- Employee and Family Assistance Program
- Opportunities for Community Involvement

### What You Will Do:

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:

- Execute the Community, Corporate, and Customer Communications Strategies.
- Produce 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.
- Develop key employee initiatives, customer-based activities, and other communications projects as assigned.
- Coordinate logistics for internal, website, media, and/or social media video projects.
- Develop internal communications, maintenance of the company intranet and engagement activities.
- Create engaging content and provide monitoring support for GrandBridge Energy's corporate website and social media platforms, which include Facebook, Twitter, Instagram, YouTube and LinkedIn.
- Support the development and implementation of the annual Communications budgets and ensure the department operates within the approved budget.
- Participate and lead events and activities (e.g. customer meetings, employee events and 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.
- Provide occasional off-hours support for event related requirements, social media major events, and emergency issues that may arise outside of business hours.
- Assist and provide periodic coverage for the Executive Assistant, Corporate including the development and circulation of private and confidential documents and communications.

### What You Will Bring:

- Post-secondary education in Communications, Public Relations or Journalism.
- Minimum of three years working experience in Communications, Public Relations, Marketing or a related field.
- 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.
- Experience related to utilities, electricity or the energy sector is considered an asset.

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 to [careers@grandbridgeenergy.com](mailto: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](mailto: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.