

Position Description:

Manager of Communications and Stakeholder Relations

Manager of Communications and Stakeholder Relations is responsible for providing strategic advice while planning and implementing a broad range of activities related to Clear Seas' vision and mission. He or she will collaborate with the Executive Director to manage and adapt Clear Seas' overarching communication and engagement strategy and activities.

This is a contract position as a parental leave backfill until 31 January 2020.

Key Responsibilities and Expectations:

- Direct report to the Executive Director. As a key member of a small highly motivated matrixed team, provide input into all aspects of Clear Seas' activities.

Communications

- Implement an integrated, organization-wide communication and engagement strategy to inform Canadians about sustainable marine shipping issues in Canada and broaden awareness of and strengthen Clear Seas' reputation across key audiences.
- Identify challenges and emerging issues faced by the organization and the sector. Recognize internal and external communications opportunities and solutions and define and execute appropriate strategies to support them.
- Develop communication and engagement strategies for the publication of the organization's engagement and research activities.
- Monitor and manage the communications budget and ensure that funds are deployed to the greatest impact.
- Oversee the use and continued strengthening of the Clear Seas brand. Ensure the quality of all copy intended for public consumption meets Clear Seas' high standards and is aligned with its strategic communications plan.
 - Oversee or execute the development of all print and branded materials.
 - Oversee or execute the development of electronic communications, including Clear Seas' website, newsletter, presentation decks and other electronic communications.
 - Directly support the Executive Director's communication and engagement activities with key parties, industry organizations, Indigenous groups, environmental organizations, all levels of government, etc. through the development of event plans, briefing notes and presentations.
- Curate content and increase audience engagement on Clear Seas' social media channels.
- Assist Executive Director and staff in development of periodic reports.
- Manage relationships with any communications related contractors.

Stakeholder Relations

- Manage a public relations strategy that will allow Clear Seas meaningful relationships with relevant external audiences.
- Remain abreast of current affairs and issues facing Canada's marine environment and marine shipping.
- Lead consultations and work across a diverse range of stakeholders (three levels of government, port authorities, NGOs, special interest groups, private industry) and Indigenous communities to understand all perspectives across the broad and diverse Canadian coastline and waterways.

- Work with provincial and federal government departments, officials, elected Members of Parliament, and port authorities across Canada to raise the profile of and enlist support for Clear Seas and its mandate.
- Exercise judgment to prioritize media opportunities and oversee or prepare talking points, speeches, presentations and other supporting material.
- Serve as lead point person on media interactions that help promote and/or impact the organization and actively cultivate and manage press relationships to ensure coverage of issues of strategic importance to Clear Seas' mandate, as well as Clear Seas' programs, special events, public announcements, and other projects.
- Coordinate and organize Clear Seas' workshops and meetings that engage key stakeholder audiences.

The ideal candidate is an experienced communications professional with expertise in research coordination, government/stakeholder engagement, media relations, crisis communications, and public policy development. Having successfully generated buy-in among numerous, diverse stakeholders, this person will be a strategic and independent self-starter with a track record of disseminating complex information or policies in a clear, concise, accessible manner. An interest or experience in environmental stewardship, local or global economic issues and/or the marine shipping industry will be an asset. Bilingual French/English preferred.

Please submit your cover letter and resume to info@clearseas.org not later than 15 February 2019.