

POSITION: MANAGER, COMMUNICATIONS



ABOUT TRISUMMIT UTILITIES INC. (TSU)

TSU is a Canadian energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to be a clean and reliable energy supplier of choice through being a leader in safety, cost effectiveness and customer service. Our vision is to be a premier growing North American utility and renewable energy company. Our people take great pride in supporting and having a positive impact in the communities where we live and work.

OPPORTUNITY

This position will report to the Executive Vice President, Corporate Strategy and Business Development and will be responsible for overseeing and managing the daily communication functions that support strategic priorities and ongoing operations at TriSummit. The Manager, Communications will also work closely with the TSU executive and team to develop and execute communication initiatives for the organization.

TSU is committed to providing a productive and safe work environment for all employees. If you want to work for a company who values safety and reliability, people, a strong community, and continuous improvement, TSU may be the right company for you.

RESPONSIBILITIES

- Develop and implement a Communications Strategy, Stakeholder Relations Strategy and Social Media Strategy Plan.
- Manage and implement the ESG process including ESG report preparation, coordination, and collaboration with various departments.
- Oversee and prepare news releases, newswatch, support utility communications, participate in collaboration groups and communication initiatives (e.g. IGRC, stakeholder relations, media training, emergency response communications).
- Plan, manage, and create content for the TriSummit website and monitor and create content for social media as needed.
- Provide government relations advice to TSU team and participate in government relations collaboration groups.
- Advise Executives and Stakeholders on the best communication platforms to use.
- Recommend top marketing and networking events to the Executive team to attend (e.g. conferences, guest speakers, tradeshow).
- Prepare marketing plans and budgets that support the company's business strategy.
- Work with external agencies to develop advertising and communications programs.
- Support various departments to execute marketing and communications initiatives.
- Assist with the development of press releases and other internal/external communication materials.
- Manage community outreach, marketing partnerships, sponsorships, and donations.
- Assist in ad-hoc research, analysis, and other projects as required.
- Perform other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Post-Secondary degree in Business, Communications, or Marketing or an equivalent combination or education and experiences.
- Minimum 5 years related experience or equivalent training and experience in Communications, Marketing, or Stakeholder Relations.
- Understanding of best practices and emerging trends in strategic communications, issues management, internal communications, and media relations.
- Demonstrated success in the development and implementation of strategic communication plans, campaigns, projects, and initiatives.
- Strong background in communications
- Experience creating communications campaigns
- Experience in government relations considered an asset.
- Must be highly motivated, self-directed and able to work in a fast-paced environment
- Excellent time-management and organizational skills. Flexibility with changing priorities, and the ability to remain focused on meeting targeted timelines.
- Ability to contribute as part of a highly integrated team. Desire to assist in multiple functional areas as required.
- Excellent proficiency in Microsoft Office, particularly Excel and PowerPoint.

TSU believes that our people are our family; everyone contributes to the success of TSU. We believe in the strength of diversity, and we are dedicated to creating an inclusive environment and a diverse workforce.

KEY CONSIDERATIONS

- This position is based in our downtown office location.
- Hybrid work model is in consideration
- COVID-19 Vaccination Policy is in effect

APPLICATION PROCESS

If this opportunity based in our downtown Calgary Office speaks to you, qualified applicants are invited to submit their cover letters and resumes in confidence to the Human Resources Department.

We thank all applicants for their interest in our organization, only those candidates for interviews will be contacted. No agency referrals or telephone inquiries at this time.

COVID-19 Considerations

TSU is committed to the safety and well-being of our employees. As part of this commitment, we have implemented a number of protocols in alignment with government guidelines in order to maintain the health and safety of employees, customers, and communities. TSU has implemented a COVID-19 Vaccination Policy, which requires all employees and contractors to be fully vaccinated. Applicants who wish to be considered for hire will be required to provide confirmation of being fully vaccinated against COVID-19 or confirmation of exemption based on legally protected grounds.