



# Communications Officer

## Position summary

Moltex is seeking a dedicated Communications Officer to join its Saint John team. The successful candidate will support the company's communications strategy by writing and disseminating content for various audiences, building and leveraging relationships with the media and other key stakeholders, coordinating virtual and in-person events, and managing special projects.

**Position:** Communications Officer

**Status:** Permanent, full-time

**Location:** Saint John, NB, Canada

**Reports to:** Director of Communications

**Apply:** Please submit a resume and cover letter to [careers@moltexenergy.com](mailto:careers@moltexenergy.com) and indicate the job title in the subject line.

This role will require exceptional writing and interpersonal skills, coupled with strong attention to detail. The successful candidate will be driven to learn as much as possible about the nuclear industry and Moltex to continually increase the quality and effectiveness of their work. The ability to manage multiple projects and meet ambitious timelines will be critical.

## Responsibilities

- Write, edit and revise content, including reports, brochures, news articles, news releases, letters to the editor, website and social media content, newsletters, speeches, video scripts, and other marketing and communications material as required
- Create and adapt content to cater to a wide variety of audiences, including the media, the public, government, investors, customers, internal staff and potential employees
- Liaise with staff and other internal stakeholders to gain an in-depth understanding of the company and technologies to be able to develop accurate and effective content
- Develop relationships with local media and develop and pitch articles on a regular basis on various topics related to the nuclear industry, current events and business developments
- Respond to media enquiries, arrange interviews and conduct pre-interview research
- Maintain meticulous records of media coverage and public engagement activities
- Plan and manage meetings, events, conferences and speaking opportunities, including developing speaking notes and slide presentations, liaising and negotiating with vendors, managing communications and branding, and handling logistics
- Work with the Director of Communications to ensure consistent branding, communications, and media and public relations
- Maintain the Moltex website and social media platforms, and recommend improvements
- Stay up to date on industry trends and local area initiatives and recommend ways to engage and support
- Continuously seek opportunities to enhance Moltex's reputation among key audiences

## Skills, qualifications & experience

Essential:

- Bachelor's degree in communications, journalism, marketing, public relations or equivalent
- 2-5 years experience in a similar role



- Portfolio of writing samples that includes different types of written content
- Exceptional English writing skills
- Excellent communication and interpersonal skills
- Excellent time management and organizational skills
- Detail-oriented with the ability to work in a calm manner while quickly responding to changing priorities
- Ability to work independently and as part of a team
- Strong working knowledge of Microsoft Office Suite (365)

Desired:

- Familiarity with AP style
- Basic knowledge of HTML and website content management systems
- Graphic design experience
- Public speaking experience
- French writing and communication skills

## What Moltex offers...

Moltex boasts a diverse team of professionals collaborating daily across time zones. For those on board, it is going to be a challenging and rewarding journey. The office is in the city centre with various nearby amenities. Moltex employees have access to a full range of benefits including:

- Paid vacation and personal days
- Flexible work environment
- Learning and development resources
- Excellent growth opportunities
- Optional compressed work week
- Medical, dental and vision
- 13 statutory and other holidays
- Complimentary refreshment

**Moltex is an equal opportunity employer.** Moltex prides itself in having a team that promotes diversity, inclusion, leadership, mindfulness, high initiative, energy and passion.