

Atomic Energy of Canada Limited (AECL) is a federal Crown corporation responsible for enabling nuclear science and technology and protecting the environment by managing the Government of Canada's decommissioning and radioactive waste responsibilities.

We deliver our mandate through a contractual arrangement with [Canadian Nuclear Laboratories \(CNL\)](#) for the management and operation of our sites. Details on AECL's activities and our governance model can be found on our website www.aecl.ca.

AECL is currently looking for a **Communications Analyst (term position up to one (1) year)** based out of our Chalk River, Ontario or Ottawa office location.

The Communications Analyst (Analyst) reports to the Director of Communications and Government Reporting, and supports AECL in a variety of ways, as needed, on broad aspects of communications monitoring, communication materials, briefing materials, and coordination of communication and policy activities.

The Analyst will work closely with the Director, Communications and Government Reporting, as well as others in AECL who need support on communication, policy, analysis, oversight or coordination activities. The scope of the communications work includes support for both internal and external communications, including drafting or coordinating drafting of responses to media requests, helping with the coordination of engagement activities, tracking media and social media activity, and assisting with website and social media presence.

The Analyst will also support broadly the needs of the whole AECL organization around editing, drafting, coordinating and monitoring, with respect to briefing materials, government reporting materials, and other written products

Essential Responsibilities:

- Support AECL's communication activities, both internal and external, including: drafting and editing communications products and internal communication materials
- Coordinating and supporting the planning for communications and stakeholder engagement activities
- Support the monitoring of the external environment (including media and social media activity)
- Support AECL's web and social media presence
- Provide support in overseeing the GoCo arrangement related to communication
- Collaborate with and support colleagues across AECL
- Provide support for responses to requests for information from government, including Parliamentary requests
- Support, as required and requested, any aspect of stakeholder and Indigenous relations

- Support, as required, any aspect of strategic business planning, corporate reporting and government reporting
- Provide, as required, support for coordination and documentation needs of the missions
- Provide writing, editing, analysis, coordination and data gathering support for any aspect of AECL's business

Required Skills, Experience and Qualifications:

- University Degree or an acceptable combination of education and experience in Public Affairs, Communications, Science, Engineering, Public Policy, Political Science, English, French or related field with 1-2 years of experience
- Excellent spoken and written communication skills in both English and French are required
- Excellent interpersonal skills to work with a broad range of internal and external stakeholders
- Excellent time management skills to deliver on a range of requests from a range of people across AECL, often within very limited time constraints
- Experience building relationships with a range of internal or external stakeholders
- Experience in communications or policy roles is an asset
- Experience in science policy or technical writing is an asset
- Experience working on nuclear issues is an asset

Please note the selected candidate must successfully meet Government of Canada security clearance requirements.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

AECL is an equal opportunity employer, dedicated to promoting a culturally diverse workplace.