

ADVISOR, COMMUNICATIONS PLANNING & GOVERNANCE

About CAPP

The Canadian Association of Petroleum Producers (CAPP) is a non-partisan, research-based industry association that advocates on behalf of our member companies, large and small, that explore for, develop, and produce oil and natural gas throughout Canada.

Our associate members provide a wide range of services that support the upstream industry. CAPP's members produce nearly three quarters of Canada's annual oil and natural gas production and provide more than 400,000 direct and indirect jobs in nearly all regions of Canada. In 2022 across Canada, our industry contributed \$111 billion to the Gross Domestic Product (GDP) in addition to paying \$45 billion in taxes and royalty payments. CAPP is a solution-oriented partner and works with all levels of government to ensure a thriving Canadian oil and natural gas industry.

We strive to meet the need for safe, reliable, affordable, and responsibly produced energy, for Canada and the world. We are proud to amplify industry efforts to reduce GHG emissions from oil and gas production and support Indigenous participation and prosperity.

Position Summary

The Advisor, Communications Planning & Governance, is a key member of the communications team, leading compliance for the team and acting as chief editor, playing a crucial role in ensuring the quality, accuracy and consistency of communications collateral across all platforms. The ideal candidate will serve as a trusted advisor, providing support to the Vice President of Communications on day-to-day tasks and collaborating on strategic initiatives within the department and across the organization.

This role is based in Calgary, AB, and reports to the Vice President of Communications.

- Ensure the accuracy and reliability of information disseminated through various communication channels by collaborating with content creators and subject-matter experts.
- Ensure that communication materials adhere to CAPP's style guide and use messaging that is effective for the intended audience.
- Act as chief editor for communications projects and media relations.
- Monitor and ensure adherence to communication policies and legal requirements.
- Conduct regular audits of communications materials to assess and maintain compliance.
- Assist in managing special projects and supporting external events and campaigns.
- Maintain and update communication systems to optimize efficiency and effectiveness.
- Develop and implement metrics to measure the success of communication strategies.

- Prepare regular reports on communication performance, providing advice for continuous improvement.
- Collaborate with cross-functional teams to drive project success and meet organizational goals.

Qualifications and Experience

- Post-secondary degree or diploma in journalism, communications or related field.
- A minimum of five years' work experience in journalism, communications, or technical writing.
- Exceptional copy editor, proofreader, and writer with familiarity with CP Style or similar style guides.
- Demonstrated ability to edit and write in a variety of formats and for a variety of audiences (e.g., social media, fact sheets media releases and reports).
- Strong research skills, and ability to think creatively to simplify complex and technical information.
- Strong knowledge of Canada's oil and gas industry is considered an asset.
- Demonstrated experience coordinating projects and responding effectively to competing timelines.
- Work hours may vary from time to time. Must be eligible to legally work in Canada.

Personal Skills and Qualities

- Exceptionally strong attention to detail and accuracy.
- A self-starter who takes initiative with minimal supervision and has excellent interpersonal and collaboration skills.
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions.
- Excellent organizational skills, ability to multi-task and prioritize in a deadline-driven environment.
- Able to work independently and as part of a team.
- Personable, confident and passionate about all aspects of communications

To Apply

Forward your cover letter and resume in confidence to jobs@capp.ca referencing "Advisor, Communications Planning & Governance" in the subject line. Applications will be accepted until the position is filled. We thank all those who apply; however, only candidates selected for an interview will be contacted.
