



Job Posting: Events and Public Affairs Specialist (Hybrid)

Organization: Canadian Nuclear Isotope Council

Location: Toronto (hybrid)

Status: Contract Full Time

Travel: 25%

Salary: \$50,000 – \$65,000 per year (Salary is negotiable based on experience)

Deadline to apply: December 15, 2023

The Canadian Nuclear Isotope Council (CNIC) is a not for profit consisting of representatives from various levels within the Canadian health sector, nuclear industry, isotope supply chain, medical profession, researchers, and academics convened specifically to advocate for our country's role in the production of the world's isotope supply. The CNIC serves as a voice in safeguarding the continued availability of isotopes, ensuring our public policies are risk-informed and science-based, and support the highest levels of public health and safety.

Job Overview

Reporting to the Executive Director, the Event and Public Affairs Specialist at the CNIC is responsible for planning and executing a variety of events throughout the year, ranging from small networking events to large conferences. The specialist will also assist in communications, policy research and report development.

This opportunity is for you if you are a policy and communications professional with solid technical production and event coordination experience with a passion for creating flawless and innovative events. The purpose of this role is to produce thought-provoking and impactful events that are tied to the CNIC's objectives. This role requires the ability to coordinate multiple events concurrently, both in planning, execution, and post event stages.

The CNIC offers flexible working arrangements, career growth, medical and energy industry connections, and personal development opportunities.

KEY ACCOUNTABILITIES

- Organize and execute industry and related events, seminars, trade shows and conventions.
- Assist with and/or lead planning and executing multiple predetermined events throughout the year, ensuring seamless coordination with all external parties (venues, sponsors, charities, vendors, clients, industry partners, etc.)
- Lead the development of marketing and communication plans for events and the organization.
- Work closely with partners/sponsors to create sponsorship and partnership agreements.
- Create and maintain a dynamic communications plan and event calendar aligned with the CNIC's brand messaging and industry trends
- Craft engaging video content and posts within brand guidelines.
- Identify audience(s) including key decision makers/influencers, and produces targeted supporting materials such as correspondence, briefing notes, submissions, and presentations.
- Establish and maintain effective communication links between the directors, and broader team, as well as the flow of advice, information, and interpretations.
- Handle a high volume of special projects, engagements, and interactions
- Support Communications, social media presence, and other activities of the business
- Additional Responsibilities as required



EDUCATION

- A bachelor's degree or equivalent qualification in Event Management, Communications, Public Relations, Public Administration, or related studies.
- A postgraduate in the same or related fields as listed above would be considered an asset

QUALIFICATIONS

- Two (2) or more years' experience working in Media Relations or Communications, Government Relations, Stakeholder Relations, Public Affairs or Public Policy functions.
- Minimum 2 years of direct large-scale event planning experience and involvement with strategic marketing, sponsorship and contract management.
- Experience building and maintain relationships with stakeholders (including industry associations, industry partners, and environmental organizations, etc.).
- Experience developing and implementing outreach programs and strategies.
- Excellent oral and written communication skills to prepare and present effective documentation and presentations.
- Ability to cultivate, develop and manage internal and external relationships necessary to effectively act as a CNIC representative.
- Proficiency in MS Office (Word, Excel, Access, PowerPoint, Project, and Outlook).
- Ability to work effectively and efficiently in a flexible hybrid office environment.

WHY the CNIC?

A secure supply of a diverse portfolio of isotopes is essential to maintaining and improving our standard of living. Isotopes are used every day to verify the safety of our roadways, discover and develop natural resources, test industrial products, and support research in mental health and aging. They are also a major source of clean energy. Isotopes are critical in the health care sector, where they are used not only to diagnose and treat disease, but also to sterilize medical supplies.

The CNIC is the go-to source for reliable information for government and industry in a quickly growing sector.

Our promise to you

- We care about the safety and the well-being of our employees. It is our utmost priority.
- A supportive work environment where you can be your best every day.
- Opportunities to stretch and develop in our diverse lines of business.
- We support employment equity and diversity.

APPLICATION PROCESS

Please submit your application to Andrew.thiele@brucepower.com by **11:59 PM E.S.T., December 15, 2023**. CNIC thanks all those who apply; however, only candidates considered for an interview will be contacted.

ACCOMMODATIONS



CNIC is committed to fostering an inclusive, equitable, and accessible environment where all employees feel valued, respected, and supported. If you require accommodation during the application or interview process, please advise us as soon as possible so appropriate arrangements can be made.

About the Canadian Nuclear Isotope Council

To learn more about the CNIC, visit www.CanadianIsotopes.ca and follow us on, Facebook, Twitter, and LinkedIn.

For more information, please contact:

Andrew Thiele

Executive Director

Canadian Nuclear Isotope Council

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