

PERMANENT EMPLOYMENT OPPORTUNITY

Communications Advisor

Halifax, Nova Scotia

About the Workers' Compensation Board of Nova Scotia

Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

The Communications Advisor is responsible for a range of professional communications work, including developing and implementing tactical communications plans for a variety of audiences, creating engaging communications materials based on best practice and in collaboration with others, and providing strategic communications counsel and support on communications opportunities and issues.

As the Communications Advisor, you'll be responsible for developing communications tactics; writing and editing engaging content across owned, shared and earned channels; leading and/or supporting the production and coordination of corporate reports, newsletters and other publications; helping to maintain the WCB website, intranet and micro-sites; preparing speeches, correspondence, and content for digital and print; developing presentations; and coordinating events for internal and external audiences.

The role of the Communications Advisor also includes establishing and adhering to budgets; managing the production and distribution of materials; participating in or leading interdisciplinary projects; and managing vendor relationships. As an Advisor, you'll collaborate with a dynamic group of marketing, design and communications professionals as well as internal and external partners.

Your Experience & Skills

- A degree or diploma in public relations, plus two years' experience in a strategic communications environment.
- Experience in internal and external communications, including developing and implementing strategic communications plans is required.
- Excellent writing skills are mandatory. Good organizational skills are essential and project management experience would be considered an asset.
- An equivalent combination of relevant education and experience may be considered.

We offer a competitive compensation package ranging from \$63,239 - \$79,037.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4 pm, on May 16, 2025**. In the subject line of your email, please quote the competition number: JV 98-25 EXT Communications Advisor.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).