

# Employment Opportunity

## OFFICE OF THE AUDITOR GENERAL (Charlottetown)

### COMMUNICATIONS OFFICER

#### FULL-TIME EXCLUDED POSITION (Commencing immediately)

Reporting to the Auditor General, the Communications Officer is responsible for managing, producing, implementing and evaluating communication strategies that build internal and external awareness and understanding of the work of the Office. They are a strategic communications expert and leader in the Office while also being very hands-on in the development of the various communication materials produced. Under the guidance of the Auditor General and the executive leadership team, the Communications Officer manages and delivers a broad range of products and services, including communications planning, digital content strategies, issues management, media relations, and event planning.

**Duties will include:**

- Working with the Auditor General and the audit team, the Communications Officer assists in developing audit reports that use plain language to clearly and simply convey complex technical matters.
- Drafts, edits and proofs a wide variety of audience-appropriate communication materials such as press releases, briefing notes, speeches, web content, brochures, presentations and other written communications products.
- Drafts and finalizes presentations for senior staff using the latest practices in presentation development.
- Researches material from a broad spectrum of sources (e.g., emerging trends, technology in marketing, audience engagement) to assist in the development of strategic communication plans, activities and materials.
- Completes audit-specific media scans. Monitors online conversations among key stakeholders related to key Office priorities and initiatives, and identifies issues and/or priorities.
- Leads the design, development, update and maintenance of the Office website and social media platforms.
- Plans and coordinates announcements and events, including press conferences and technical briefings for media.
- Assists the Auditor General in preparing for media interviews and press conferences.
- Participates in working groups, committees and meetings to coordinate strategic communications and/or issues management, where information must be delivered to a variety of audiences (internal and external). Actively participates in decision-making by offering communications expertise and guidance.
- Maintains/updates brand standards and monitors for brand adherence.
- Helps the Office’s auditors develop effective communication skills, both oral and written.
- Develops/delivers communications, writing, and media skills training and/or workshops.
- May perform other related duties as assigned.

**Requirements:**

- Applicants must have a university degree in Communications, Public Relations, Marketing, or a related field; a master's degree will be considered an asset.
- Demonstrated equivalencies will be considered.
- Considerable experience in a similar communications role, within a complex public organization, and with a broad mandate; including an in-depth understanding of the organization’s key stakeholders and partners.
- Several years’ experience in areas of expertise such as media relations, social marketing, etc.
- Knowledge of public relations, strategic communications planning, and research techniques and processes.
- Must have a sound understanding of the policy issues that affect individuals, families and communities, and government decision-making processes.
- Must have excellent writing, verbal, and presentation skills.
- Must have advanced analytical skills and the ability to provide strategic advice at a senior level.
- Advanced communications planning skills; sound understanding of clear communications and how to foster clear communications with an organization and within the public forum.
- Must have strong interpersonal, collaborative and organization skills, and be able to work in a team environment.

We thank all those who apply, however, only those selected for further consideration will be contacted. Final candidates will be asked to provide a criminal records check. An offer of employment is conditional upon the completion of all background checks and confirmation of all credentials, the results of which must be satisfactory to the employer.

Salary Range:	\$31.16 - \$38.97 per hour (Excluded Level 15)	(\$60,762 - \$75,992 annually)
Posting Id:	01AG2505	
Bi-Weekly Hours:	75 hours bi-weekly	
Closing Date:	June 13, 2025	

Please forward resumes (include the posting Id) to the **Office of the Auditor General, PO Box 2000, Charlottetown, Prince Edward Island, C1A 7N8** or by e-mail to [treid@assembly.pe.ca](mailto:treid@assembly.pe.ca). It is the responsibility of the applicant to confirm receipt of the resume prior to the closing date.