

# EXTERNAL RELATIONS COORDINATOR

## About Pathways Alliance

Pathways Alliance is the unprecedented collaboration among Canada's largest oil sands producers to address climate change and responsible development of Canada's oil sands. Climate change is one of the greatest challenges of our time and there is no single path to net zero. That is why we are exploring a variety of new approaches and innovative solutions to achieve a goal of net zero emissions from oil sands production by 2050, while also reducing other environmental impacts through innovation.

## About the Opportunity

Pathways is looking for an organized, analytical coordinator with exceptional communication and problem-solving skills to support the External Relations department and specifically the Policy and Government Relations, and Stakeholder Engagement teams.

## About the Role

The external relations function within the Pathways Alliance is lead by the Vice President, External Relations. The External Relations Coordinator will report directly to the Vice President, External Relations and will support the Directors of Policy, Government and Community Relations, and Stakeholder Relations, and their teams. The External Relations Coordinator will also work with the Director, Communications, and the broader Communications team within the external relations function.

## Key Responsibilities

- Provide technical, analytical and administrative assistance to the Government and Community Relations and Policy teams and directly for the Vice President, External Relations.
- Coordinate planning and delivery of member committee meetings, workshops, community working groups and external meetings.
- Assist in the coordination of responses to members or stakeholders for inquiries by phone and email.
- Coordinate and manage the lobbyist registration for Pathways Alliance.
- Administer document management and controls processes including Sharepoint site oversight.
- Assist in outreach and engagement activities with stakeholders, communities and government.
- Support analysis and steward data and results for external use by members of the team.

## Skills

- Strong interpersonal, verbal and written communication skills.
- Can independently organize, manage and prioritize multiple assignments within tight timelines.
- Ability to multi-task and work both independently and as part of a team to achieve outcomes.

- Proficiency in producing spreadsheets, project plans, templates and presentations.
- Excellent critical thinking and problem-solving skills.
- Strong knowledge of Microsoft Office products such as Word, Excel and PowerPoint.

### **Experience**

- Post-secondary degree required.
- 5+ years of related experience, preferably in oil sands operations/policy, and/or government and community relations.
- Demonstrated ability to be successful in a dynamic environment, and work successfully across the organization, both independently and as a member of a team.

**Compensation:** Competitive compensation based on skill set and experience. Assignments or secondments from member companies are possible.

**Location:** Calgary, AB

**Deadline for Application:** This posting will remain open until December 2, 2022 at 4:00 PM.

**How to Apply:** Interested candidates should submit their resume to [recruitment@pathwaysalliance.ca](mailto:recruitment@pathwaysalliance.ca), noting the position title.

We thank all applicants for their interest; however, only those selected for interview will be contacted.