



FCNB is a leader in integrated financial and consumer services regulation. FCNB's mandate is to protect consumers and enhance public confidence in the financial and consumer marketplace through the provision of regulatory and educational services. With offices in both Fredericton and Saint John, it is responsible for the administration and enforcement of provincial legislation regulating mortgage brokers, payday lenders, real estate, securities, insurance, pensions, credit unions, trust and loan companies, co-operatives, and a wide range of consumer legislation. FCNB is an independent Crown corporation funded by the regulatory fees and assessments paid by its regulated sectors.

We offer opportunities for dedicated professionals to play a vital role in carrying out our mandate.

### **Communications Officer (contract)**

Do you like words, have a strong aptitude for thinking creatively about business topics and like working in a dynamic team environment? Do you have a penchant for talking to the public? If so, we are looking for you to fill a six-month contract position to act as a Communications Officer at FCNB.

You will be part of a professional communications team that supports FCNB's regulatory functions and its outreach and education efforts. The Communications Officer is responsible for implementing communications solutions to ensure the timely and effective communication of FCNB priorities, policies and actions to external stakeholders through effective and consistent messaging in media relations, publications, advertisements, events and presentations. As a member of a small dynamic team, you will be engaged with all parts of the organization and work closely with the Corporate Communications Manager to help shape the image of the Financial and Consumer Services Commission (FCNB) through its public relations activities and promotional materials.

Reporting directly to the Manager, Corporate Communications, your responsibilities include:

#### **Media Relations:**

- Draft news releases, including development of background, Q&A and other support documents to support media spokesperson during interviews.
- Respond to media requests and conduct media outreach, including dissemination of news releases, alerts and other media messaging and pitching to media.

#### **Planning and Project Management:**

- Maintain an overall editorial calendar and ensure projects are on-track to meet publication deadlines.

#### **Corporate and Internal Communications:**

- Support the development of corporate reports and communications products, including contributing to the development of the annual report, website site content and marketing efforts as required.
- Develop and execute promotional plans and advertising for public events, activities and other initiatives.
- Support development of briefing notes, communications plans and other products to support regulatory and policy projects.
- Identify and maximize opportunities to increase FCNB's public profile.

Qualifications include:

- University degree in communications, marketing, public relations, journalism or a related field;
- 0-3 years of related experience;
- Excellent writing, editing and verbal skills
- Excellent research and organizational skills
- Strong presentation skills
- Excellent computer skills including posting content to websites
- Ability to work independently as well as in a team environment
- Written and verbal proficiency in both official languages is an asset.

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The Financial and Consumer Services Commission offers a competitive salary and benefit package as well as excellent opportunities for personal growth and challenge. If you are interested in being a key part of this team, please forward your résumé and covering letter before 25 July 2022 to:

**Financial and Consumer Services Commission**  
**ATTN: Human Resources Officer**  
**Email: [Information@fcnb.ca](mailto:Information@fcnb.ca)**

For more information about this position please visit our website at [www.fcnb.ca](http://www.fcnb.ca) or call the Human Resources Officer at (506) 643-7858.