



Engagement and Communications Specialist

O2 Planning + Design is seeking an Engagement and Communications Specialist to join our team. This is a hands-on, creative opportunity to work with all company departments to assist with public and stakeholder engagement as well as communications workflow and reports.

Roles and responsibilities

- Build narratives and develop materials for engagement and communications initiatives
- Assist with engagement and communications planning and logistics
- Assist in the development of engagement and communications templates
- Provide support for project engagement events and communication activities
- Manage multiple assignments and strict deadlines
- Write, edit, format content as well as coordinate and finalize submission documents
- Follow up with internal and external contributors to ensure quality of content
- Provide document support and copy-editing of project reports
- Assist with engagement data analysis and preparation of engagement summary reports
- Assist with layout of engagement and communication documents in InDesign
- Other duties as directed

Skills, qualifications and experience

- University degree in relevant field; experience in AEC firm is desirable
- IAP2 training or certification is preferred
- Exceptional written communication, editing and proofreading abilities
- Experience with Microsoft Office and Adobe Creative Suite is required
- Candidates should possess strong organizational skills, an ability to work independently, and enthusiasm for design and communications
- Attention to detail is a must

O2 is a Mac and PC environment. This is a deadline-driven, full-time, salaried position. The successful candidate will have a passion for design and communication, together with a consistent desire to raise the bar and innovate. O2 offers a comprehensive, competitive employee benefits package.

How to apply

O2 Planning + Design is an equal opportunity employer providing a professional, creative, and collaborative work environment. Please send your cover letter, resume and writing examples

and/or graphic portfolio via email, with “**Engagement and Communications Specialist**” in the subject line to yana.matusovski@o2design.com. No phone calls please.

O2 Planning + Design

o2design.com | [@o2design](https://www.instagram.com/o2design)

O2 Planning + Design Inc. is a leading Canadian landscape architecture, urban design and planning firm. Founded in 1991, O2 specializes in the planning and design of rapidly changing and highly-valued places. O2’s work emphasizes an integrated approach to planning and design and planning, one in which ecology, infrastructure, landscape, economy, and culture are each other and enrich cities and regions. The firm’s portfolio covers a broad range of scales, services and sectors including regional, municipal, and community plans, development approvals, environmental planning, parks and open space planning and design throughout Canada and abroad.