

## **Contract Opportunity: Communications and Engagement Program Coordinator**

**\*Closing Date: October 10, 2025**

### **Intent**

This call for Expressions of Interest (EOI) is for a Communications and Engagement Program Coordinator to support the Communications and Engagement Subcommittee of the Line 3 Indigenous Advisory and Monitoring Committee (IAMC). The contract runs for one year from the time of the employment offer (likely Fall 2025) with a possible extension to March 2027. The role is remote, with some travel to communities across the Prairies.

In alignment with our commitment to advancing equity and supporting underrepresented communities, preference will be given to applicants who are First Nations or Métis and reside in either Alberta, Saskatchewan or Manitoba.

### **About the Line 3 Indigenous Advisory and Monitoring Committee**

The Line 3 IAMC supports Indigenous inclusion in the oversight of the Enbridge Line 3 Replacement Project by bringing together Indigenous representatives and federal partners to collaborate on monitoring, environmental protection, emergency response, and regulatory processes.

The IAMC is comprised of 16 First Nations and Métis Nation members, representatives from the Government of Canada and the Canada Energy Regulator. Together, they provide oversight of the completed Enbridge Line 3 Replacement Project. The First Nations and Métis members are selected by their leadership and represent 109 Indigenous communities located along the pipeline route. The Line 3 IAMC is dedicated to improving and contributing to transforming the regulatory system governing energy projects in Canada, while incorporating First Nations and Metis perspectives and interests.

Communications and Engagement is a key focus of the IAMC work plan, which is focussed on:

- Engagement with First Nations and Métis Nation to increase awareness of the Line 3 IAMC and its priorities.
- Strengthen collaboration with First Nations and Métis Nation, the Government of Canada and the Canada Energy Regulator to ensure Indigenous priorities and knowledge are included in project oversight and monitoring.

### **Role Overview**

The Communications and Engagement Program Coordinator will work closely with other Line 3 IAMC Program Coordinators and staff from the Indigenous Caucus and Secretariat. The Communications and Engagement Program Coordinator helps support the Communications and Engagement Subcommittee by carrying out tasks from their approved work plan. Here's what you'll do (but not limited to):

- Develop and implement a communications and engagement plan aligned with IAMC priorities and values.

- Contribute as part of a team with communication and engagement projects and strategies that align with the IAMC’s objectives and reflects the interests and needs of the impacted Indigenous Nations.
- The ideal candidate, in addition to working as a team, would demonstrate a high degree of initiative, independence, and motivation in achieving communication and engagement results.
- Support the creation of plain language communication materials such as social media content, newsletters, web updates, briefing notes.
- Help build and maintain good relationships between the IAMC, Indigenous communities, Indigenous Caucus and Secretariat staff, government departments, regulator(s), and Enbridge.
- Track and report on the effectiveness of communication and engagement activities, using feedback to refine strategies and improve outcomes.
- Provide regular updates to the IAMC and other stakeholders on engagement efforts and community sentiments.
- Attend regular subcommittee meetings and help carry out the work plan.
- Other administrative tasks and reporting responsibilities as required, including writing duties where relevant to the scope of the role.

### **What We’re Looking For**

Please clearly demonstrate in your application how you meet these important qualifications:

#### **Education and Experience**

- Degree from a recognized college or university — or demonstrate that you have a combination of education and experience that is equivalent.
- Have at least two years (within the last 5 years) of experience in strategic communications, public relations, or community engagement.
- Experience building and maintaining effective relationships with a range of partners, such as Indigenous communities, government departments, regulators, Non-Government Organizations, Non-Profit Organizations or industry groups.

#### **Knowledge**

- Knowledge of design and publishing practices.
- Awareness of issues that affect Indigenous communities related to energy and natural resource development, including how Indigenous knowledge is used and protected.
- Knowledge about governance structures in Indigenous Nations.

- Understanding of the priorities related to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission's Calls to Action in the context of natural resource development, Indigenous self-governance, the Government of Canada's commitment to reconciliation.

### **Skills and Abilities**

- Clearly and effectively communicate, both in speaking and writing.
- Ability to manage several concurrent projects.
- Takes initiative and is action oriented.
- Proficiency in using the Microsoft Office Suite (e.g., Word, Excel, Outlook, PowerPoint).
- Asset: Visio and InDesign software.

### **Asset**

- Experience in project management in the field of social media (e.g. content development, managing various platforms, etc.).

### **Work Conditions**

- This position is full-time (37.5 hours per week), hours of work are to occur during core business hours.
- Willingness to work flexible hours and can occasionally work or travel evenings or weekends when needed.
- Ability to join teleconferences, video calls, and in-person meetings as required.
- Willingness and ability to travel within Western Canada but primarily the Prairie provinces.
- Hold a valid driver's license and access to a working vehicle.
- Have general liability insurance coverage.
- Ability to organize your own travel according to the National Joint Council Travel Directive.
- Agreement to follow all Line 3 IAMC internal policies and governance structures.
- Agreement to follow any contracting requirements set by Naut'sa mawt Tribal Council as directed by the Line 3 IAMC.

### **Contract Rate**

The successful candidate will be offered a service contract ending one year after the initial start date. The contract rate is based on an annual salary of \$80,000. The contract may be extended.

### **How to Apply**

This opportunity is open to all, and we encourage qualified individuals from diverse backgrounds and experiences to apply.

Please email your application to [info@iamc-line3.com](mailto:info@iamc-line3.com) with the subject line: **Communications and Engagement Program Coordinator**.

Include the following:

1. Your resume as an attachment.
2. A cover letter that:
  - Clearly explains how you meet each of the **‘Education and Experience’** listed above. Please use each qualification as a heading and provide specific examples with dates (or ranges) of when the experience was gain and with which employer(s) or organization(s).
  - Discloses any current or past work experience you have had with Enbridge Line 3 or its contractors, either directly or indirectly.
  - Is no longer than one page (as an attachment), outlining education and experience.

Please note: Selected candidates will be invited to interview, and three references will be requested at that time. You may also be asked to provide a written sample as part of the process.

#### **Contract Information**

For any questions regarding this posting, please contact [ashley.tokarchuk@nrcan-rncan.gc.ca](mailto:ashley.tokarchuk@nrcan-rncan.gc.ca) and copy [info@iamc-line3.com](mailto:info@iamc-line3.com).

Read more about the Line 3 IAMC: <https://iamc-line3.com/>

Learn more and read the Terms of Reference here: <https://iamc-line3.com/terms-of-reference/>.