



PUBLIC AFFAIRS SPECIALIST - MEDIA RELATIONS AND EXECUTIVE SUPPORT

LOCATION: Winnipeg, Manitoba

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Reporting to the Coordinator, Public Affairs, the Public Affairs Specialist – Media Relations and Executive Support serves as the MGEU media secretary; provides information, support, and strategic advice to the President regarding external and internal issues; and provides research, issues management and organizing support for campaigns and strategies related to government relations, public advocacy, member relations and job/strike action.

RESPONSIBILITIES

- Serve as MGEU media secretary, managing media inquiries and providing advice, briefing, and coaching to the President and other media spokespersons.
- Ensure the President has the information, support, and strategic advice necessary to prepare for internal and external meetings, events, and announcements.
- Provide counsel, problem-solving, and follow-up support to the President on member and external relations.
- Attend meetings, events, and announcements involving the President.
- Prepare briefing notes, speaking notes, letters, and other issue-related content under the supervision of the Coordinator, Public Affairs.
- Provide briefings on current events and issues that impact the MGEU.
- As part of the Public Affairs Unit, participate in the planning and implementation of campaigns and strategies related to government relations, media relations, public advocacy, and job/strike action. This work may include researching, writing, organizing, strategizing, training, presenting, and/or relationship-building.
- Other duties as assigned.

QUALIFICATIONS

- A minimum of three years experience working in media relations or journalism.
- Experience providing support and counsel to senior decision-makers.
- Experience managing member, client and/or stakeholder relationships.
- Post-secondary diploma or degree in a field related to labour relations or public affairs (such as labour relations, labour studies, public administration/policy, communications, social sciences) or equivalent experience.
- Excellent written and verbal communication skills.
- Strong research and policy analysis skills.
- Demonstrated creative problem-solving skills.
- Sound political judgement and a familiarity with trade union and related public policy issues.
- Proven ability to work under tight deadlines with shifting priorities.
- Ability to travel extensively and work evening and weekends as required.

Please forward resume to humanresources@mgeu.ca by November 29, 2024 at 4:00pm

To protect the health and safety of MGEU members and staff, all personnel working at MGEU offices are required to provide proof that they are fully vaccinated against COVID-19.