

Job Posting: Communications Manager

(MCSS.1848)

About Us

Mission Control is a space exploration and robotics company focused on mission operations, onboard autonomy and artificial intelligence. From embedded onboard guidance, to navigation and control algorithms, our technology improves the safety, efficiency, productivity, and scientific return of robotics missions. Mission Control specializes in software for operating robotic assets deployed in harsh and remote environments like Mars or the Moon, as well as here on Earth. We believe in sustainable exploration and inspiring the next generation to always keep exploring.

Please visit our website to learn more about our team and ongoing projects:

<https://missioncontrolspaceservices.com>.

Mission Control has a clear vision: to be a workplace where a diverse and thoughtful mix of talented people want to learn and do their best work. Diversity and inclusion are priorities for our company, and we believe in creating a team that reflects these foundational principles.

About the Job

We are looking for a superstar to take the lead role in developing a Public Relations strategy with the support of senior executives and managers. You will be tasked to lead the operationalization of the strategy and be responsible for all communications activities at the company.

Your responsibilities will include planning and implementation of PR campaigns for specific missions, events, and outreach initiatives. In addition, you will generate content for social media and our website, and oversee the creation of media content from 3rd party contractors. Additionally, you will support the planning of our outreach initiatives.

As Communications Manager, you will have the opportunity to work with our team of engineers, scientists, and space fanatics, who are passionate about being part of humanity's next bold steps in space exploration. We consider it part of our mission to engage, educate, and inspire the next generation and the general public through our technology development and deployment, and you will play a major role in helping us to realize this goal!

Tasks and Responsibilities

- Generate, lead and implement overall public relations and industry communication strategy;
- Write press releases, manage/leverage their release, and conduct engagements and responses;

- Conduct real-time public relations events;
- Triage requests for interviews and other public engagement, and provide communications coaching to staff;
- Create content and curate social media platforms including Twitter, Facebook, Instagram, LinkedIn;
- Create, evolve and maintain website content;
- Digital asset management;
- Organize PR campaigns around specific missions/events/outreach activities;
- Liaise with internal and external stakeholders of communications activities;
- Manage regular internal meetings dedicated to communications and PR;
- Participate in monthly management meetings and provide updates on communications and PR;
- Create corporate material such as company overviews, employee biographies, and mission profiles;
- Oversee junior and part-time members of the communications team;
- Procure promotional materials and merchandise (occasionally);
- Maintain an internal database of news articles (and other media) where we are featured/referenced;
- Identify opportunities for paid advertising to achieve objectives;
- Plan and setup virtual and in-person exhibitions at conferences/events.

Skills, Experience, and Requirements

- 3 years practical experience in Public Relations and/or Corporate communications;
- Knowledge of engineering, science, and technology, with a focus on space science, robotics, and/or AI;
- Proven experience in digital asset management and social media platforms;
- Established experience in writing, promoting and leveraging Press Releases;
- Excellent written and oral communication skills;
- Fluency in French; written and oral;
- Experience with WordPress;
- Experience with MS Office Suite;
- Science communications experience;
- Motivated and skilled in finding new processes/tools to improve workflow;
- Experience collaborating with government or working in a government setting;
- Willingness to travel, sometimes to remote locations;
- Preference may be given to those with graphic design experience and/or photography and videography experience;
- BA in Communications and/or Public Relations is an asset;
- Must be eligible for obtaining security clearance in Canada.

Location

- Ottawa, Ontario
- Some travel required

Hiring Process

During the hiring process we may ask to see examples of previous work or ask for a small project.

What's in it for you?

- Be on the forefront of space exploration and the emerging commercial space industry
- Work to solve problems with a team of intelligent, fun people!
- Health/Vision/Dental benefits included
- Employee Stock Option plan for equity sharing
- Flexible working hours
- Work in a respectful and inclusive workplace. It is extremely important to us that all employees feel safe and supported at work.

How to Apply

Please send your application materials to Dr. Melissa Battler at hr@missioncontrolspaceservices.com. Include "Communications Manager" in the subject line. Application materials include:

- Cover letter and resume as a single PDF (required)
- Portfolio material, references, or other indications of exceptional past work (optional)
- As part of our commitment to an inclusive work environment, we accept and encourage anonymized resumes

We will accept applications until the position is filled. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.