



Job Posting: Senior Advisor, Communications

Job Category: Communications

Requisition Number: SENIO001645

TriSummit Utilities Inc. (TSU) is an energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to make communities a better place to live, by connecting them to the energy they want, when they need it, now and into the future. In an ever-changing world, our vision is to adapt, using our energy infrastructure to provide increasing value to our communities and investors. Our people take great pride in supporting and having a positive impact in the communities where we live and work. If you share our passion for these values and are eager to make a meaningful impact, we invite you to join our dedicated team.

What You Will Do:

Reporting to the Vice President, External Relations, the Senior Advisor, Communications leads corporate communications initiatives that support TriSummit's strategic priorities, business operations, government relations, and culture. Working closely with the executive leadership team and teams across the organization, this highly visible role supports executive communications, strategic projects, issues management, ESG reporting, leadership forums, corporate events, and company-wide employee engagement programs. As part of a small, high-performing team, the successful candidate will be an exceptional writer, strategic thinker, and trusted advisor who can distill complex issues into clear, compelling communications for diverse audiences while balancing strategic planning and executive-level materials with day-to-day communications, project and event coordination, vendor management, and administrative details. The ideal candidate is proactive, self-directed, and takes ownership of projects from concept through execution.

Your responsibilities will include, but are not limited to:

Strategic Communications

- Develop and execute internal & external communications, employee engagement, and social media strategies.
- Support the implementation of corporate and external communications plans that advance business objectives and protect organizational reputation.
- Lead corporate crisis communications planning, including annual reviews, tabletop exercises, media training, and messaging development.
- Collaborate with regional offices and utility operations to support local communications needs while ensuring alignment with corporate priorities and brand.
- Provide communications support to government relations initiatives, including briefing notes, key messages, formal submissions, presentations, and stakeholder materials.

Content Development & Storytelling

- Create, edit, and oversee high-quality communications content for employees, investors, executives, regulators, government, customers, and community partners.
- Develop executive communications, speeches, presentations, reports, newsletters, news releases, talking points, and corporate messaging.
- Support senior leaders with executive briefings, presentation materials, leadership forums, and employee engagement initiatives.
- Manage content planning and development for the corporate website and social media channels.
- Lead and supervise the Graphic Designer and oversee external creative vendors to ensure communications materials are professional, impactful, and aligned with the TriSummit brand.
- Provide direction, feedback, coaching, and workload prioritization to the Graphic Designer.

ESG, Community & Corporate Initiatives

- Lead the planning, coordination, and production of TriSummit's ESG reporting program in collaboration with business leaders across the organization.
- Oversee corporate branding initiatives including ensuring adherence to brand guidelines and developing branded material and content.
- Manage and maintain TriSummit's corporate photo library, ensuring images are organized, current, accessible, and aligned with brand and consent requirements.
- Manage community investment programs, sponsorships, donations, and strategic partnerships.
- Support or lead cross-functional communications initiatives, working groups, and special projects across the organization.

Project & Event Management

- Manage communications projects, budgets, timelines, and external agency relationships.
- Lead the planning and execution of enterprise-wide town halls and employee engagement events, including content development, speaker preparation, logistics coordination, and post-event communications.
- Support business units with marketing and communications projects as required.
- Conduct research, monitor issues and industry trends, and provide strategic recommendations.
- Perform other duties as assigned.

What You Will Need to Succeed:

This position has the following occupational requirements:

- Post-secondary degree in Communications, Public Relations, Marketing, Business, or a related field, or an equivalent combination of education and experience.
- Minimum eight years of progressive experience in communications, public affairs, stakeholder relations, or a related discipline.

To excel in this position, we recommend that candidates have the following skills and qualifications:

- Exceptional writing, editing, and storytelling skills, with the ability to adapt messages for a wide range of audiences and channels.
- Proven experience developing and executing strategic communications plans, campaigns, and initiatives.

- Strong understanding of communications best practices, issues management, internal communications, media relations, and digital communications.
- Proven ability to build trusted relationships with senior leaders and provide strategic communications counsel in a dynamic and fast-paced environment.
- Ability to collaborate, influence, and build trusted relationships across multiple operating companies and utility teams.
- Strong project management, organizational, stakeholder engagement skills.
- Experience supporting senior leaders and preparing executive-level communications materials.
- Experience with government relations, regulatory communications, or the utility/energy sector is considered an asset.
- Highly motivated, self-directed, and comfortable managing multiple priorities from strategic planning through tactical execution.
- Demonstrated willingness to contribute across the full spectrum of communications work, balancing strategic thinking with hands-on execution and administrative coordination.
- Strong attention to detail, with a commitment to accuracy, consistency, and high-quality work across communications materials and corporate documents.
- Proficiency with Microsoft Office, particularly PowerPoint, Word, and Excel.
- Some travel required.

If you meet most of the position skills and qualifications, you are still encouraged to express your interest in joining our team. We invite applicants to submit their resumes, emphasizing accomplishments that demonstrate communications leadership, sound judgment, strong writing capability, and the ability to support enterprise-wide initiatives. Your distinct skills and experiences may still qualify.

What We Will Provide:

TriSummit Utilities Inc. is committed to your professional and personal growth, as well as your overall health and safety. When you join our team, here is what you can expect:

- Competitive compensation with incentive programs
- Comprehensive health, dental and benefits programs.
- Retirement & savings plans.
- A Flexible work model tailored to the requirements of the Calgary Corporate Office.
- A safety-centric culture.

Inclusive Workplace:

At **TriSummit Utilities Inc.**, we are dedicated to creating an inclusive workplace that celebrates the unique strengths, perspectives, and experiences of all our employees. We firmly believe that our differences empower us to become a stronger team, leading to better decisions, innovation, and business results. We encourage applications from candidates of all backgrounds to help us continue building an inclusive workplace.

Ready to Join Us?

Please submit your resume and cover letter in confidence to the Human Resources Department. We look forward to receiving your application!