



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Writer, Communications**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

As a member of PEO's communications department, the Writer, Communications plays an active role in producing high-quality products that advance PEO's communications strategy and organizational objectives. The Writer, Communications is responsible for writing articles for and supporting the production of PEO's official publication, *Engineering Dimensions*, and other content that informs and engages PEO stakeholders across a variety of communication channels.

[Engineering Dimensions](#)

Responsibilities

PEO Magazine:

- Research and write news and feature articles for each issue of *Engineering Dimensions*, ensuring the content is accurate, balanced, matches style and editorial guidelines and reflects the tone of PEO.
- Write columns, such as Profile, PEAK, Governance, and Regulation, as required.
- Work with the Managing Editor to develop issue themes for the editorial calendar, generate article ideas for each issue and identify and liaise with sources.
- Attend PEO events, including the annual general meeting, to report on for the magazine (may involve travel and evening/weekend hours).
- Assist with fact-checking and source approvals for articles before publication.
- Help proofread issue content as needed during production cycle of print and digital editions.

Corporate Communications:

- Produce high-quality reports for internal and external audiences.
- Write speeches, briefing notes, remarks, event materials, and develop presentations.



- Support the centralized speaking engagement process by coordinating pre- and post-event logistics/details with event organizers and speakers. Track and report on outcomes.
- Collaborate with internal/external communications team members on web/social media copy, staff newsletter stories, letters/messages to stakeholders and other digital and print materials and creative elements.
- Provide communications support to internal business partners.
- Ensure communications materials are accurate, on brand and message, and require minimal editing.
- Work with communications team members to provide recommendations for communication alternatives, enhancements and solutions.
- Perform other duties as may be required.

Specialized Skills and Knowledge

- Well-developed interpersonal and communication skills
- Strong writing, researching and fact-checking skills
- Proven ability to excel in a highly collaborative environment
- Proficient event reporter and interviewer
- Experience writing speeches, media remarks and supporting documents
- Ability to work under pressure to tight deadlines with minimal supervision
- Demonstrated photography skills an asset

Education/Qualifications:

- Post-secondary degree/diploma in journalism or corporate communications or equivalent
- Minimum five years' related experience

Disclaimer: The selected candidate will be subject to a background check as part of the hiring process.

We have fully embraced hybrid working, and for us this means coming to the office twice a week. However, if you wish to work in the office more often, you are welcome to.



If you are interested in this role, please forward your resume and writing portfolio to peocareers@peo.on.ca by April 18, 2025.

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.