

June 29, 2026**Communications Officer**

Position Title: Communications Officer
Component: Government Services Union - PSAC
Employment type: Indeterminate
Linguistic profile: Second language [CEFR](#) level: C1
Classification: Band 11
Salary: \$119,371 to \$134,355 plus \$1,200 Bilingual bonus
Group: AEU, Unit VIII
Location: Ottawa, On. – Candidate must be prepared to report to the Ottawa office.

Area of Competition:

1. GSU Employees;
2. Employees of the PSAC and other Components;
3. GSU membership;
4. General public;

NOTE:

- Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process.
- In keeping with the Collective Agreement between GSU and AEU, preference shall first be given to qualified applicants who are employees of the GSU, and, if no qualified applicants are identified, followed by 1) employees of the PSAC and its Components, 2) GSU members and 4) public.

EMPLOYMENT EQUITY

The GSU as an Employment Equity employer encourages applications from all equity group members.

EMPLOYMENT CONDITION

This position is required to report to the GSU National Office, in Ottawa, in person, twice a week, on Tuesday and Thursday. Those days might be subject to periodic review.

PURPOSE OF POSITION

Under the general direction of the Director, Communications, Political Action & Administration, the Communications Officer provides strategic advice and operational leadership on all communications activities of the Government Services Union. The position is responsible for the planning, development, and delivery of a comprehensive communications program, including print and digital publications, website content, and public communications. The Communications Officer ensures the production of high-quality bilingual materials and supports leadership, staff, and Locals in effectively communicating union priorities, initiatives, and events.

Through proactive communications strategies and advisory services, the position plays a key role in strengthening member engagement, supporting mobilization efforts, and maintaining a consistent and professional public presence for the Union.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Post-secondary graduate in communications, public relations, journalism, or a related field, or an equivalent combination of education, training, and experience relative to the requirements of the position.

EXPERIENCE

- Significant experience (typically 5–7 years) in communications, including strategic planning, writing, editing, and media relations.
- Demonstrated experience managing websites, social media platforms, and digital communications tools.
- Experience coordinating the production of bilingual publications and communications materials.
- Experience in a union, political, or advocacy environment is an asset.

KNOWLEDGE

- Extensive knowledge of communications principles, including writing, editing, publication production, and plain language communication.
- Knowledge of media relations practices and digital communications tools, including social media strategies, platforms, analytics, and content optimization.
- Knowledge of communications governance, including brand standards, messaging consistency, and social media guidelines.
- Knowledge of accessibility standards and bilingual communications requirements.
- Knowledge of union structures, labour relations issues, and the Canadian political environment.
- Awareness of emerging communications trends, digital tools, and best practices.
- Familiarity with working in a political environment involving sensitive and confidential issues.

ABILITIES

- Ability to develop, implement, and evaluate comprehensive communications strategies aligned with organizational priorities.
- Excellent writing, editing, and proofreading skills in both official languages (English and French) – will be assessed.
- Ability to manage multiple concurrent projects and competing deadlines in a fast-paced environment.
- Ability to use digital and web-based communications tools, including content management systems, social media platforms, and design software.
- Ability to communicate effectively and provide advisory services to elected officials, staff, Locals, and external stakeholders.

PERSONAL SUITABILITY

- Demonstrated strong judgment, initiative, discretion, and problem-solving skills.
- High degree of confidentiality, self-motivation, adaptability, and reliability.
- Strong organizational skills with attention to detail and accuracy.
- Commitment to trade union values.

APPLICATION

Applicants should send a cover letter (no more than 3 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position, as this will provide the basis for screening of applications. They must also confirm that they can meet the employment conditions related to working in the office.

Conditions and benefits as negotiated between the Government Service Union and AEU will apply.

Please send your resume and cover letter in confidence to Dominique Barrette by 4:00 p.m. (ET) on **July 13, 2026, to the following email: barrettd@psac-afpc.com**

We thank all interested candidates; however, only those selected for an interview will be contacted.

NOTE:

All applications will be reviewed by a Screening Board. The Board's determination for a written test or personal interview will be based on the contents of the application and, more specifically, qualification for education, professional qualifications and experience will be determined on the contents of the application. It will be the responsibility of applicants to include evidence of demonstrated required qualifications when applying.

Members of the GSU Component should provide their membership number to be considered in the membership level of the competition.

Please advise if you require any technical aids or other accommodation during any stage of the selection process.