

Marketing and Communications Coordinator
Pay Band 4
(\$59,046 to \$82,576 per annum)
18-Month Contract
Fredericton

Integrity • Professionalism • Excellence

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

ONB has been recognized as one of Canada's Most Admired Corporate Cultures in 2025, named one of Atlantic Canada's Top Employers for nine consecutive years (2017–2025), and received Atlantic Business Magazine's Employers of Diversity award (2022). We are seeking a Marketing and Communications Coordinator to join our Strategic Marketing & Communications team. If you are passionate about growing New Brunswick's economy, giving back to the community, and making a meaningful impact, we encourage you to apply.

Love where you work. Love what you do. Come work for us.

Who are you?

- You bring 3+ years of experience in communications and/or marketing (public or private sector, agency experience would be considered an asset), with strengths in areas such as communications planning, marketing execution, brand development, graphic design, campaign delivery, or content creation
- You have a post-secondary degree in Business Administration, Public Relations, Communications, Commerce, or a related field **An equivalent combination of education, training and experience may be considered**
- You are an exceptional writer and editor, able to tailor content across a variety of audiences and channels
- You have a strong eye for brand and design, with the ability to support or execute creative work using tools like Adobe Creative Suite, Canva, and PowerPoint
- You bring creativity and curiosity to your work, generating bold ideas and practical solutions.
- You thrive in a fast-paced environment, managing multiple priorities with strong organization, attention to detail, and the ability to deliver high-quality work on tight deadlines
- You build strong relationships and communicate effectively with executives, clients, stakeholders, and colleagues at all levels

As a Marketing and Communications Coordinator at ONB, you will:

- Report to the Manager, Strategic Marketing and Communications
- Help bring communications and marketing plans to life, supporting their development and execution from idea to delivery
- Support day-to-day media relations activities, including drafting press releases and statements, updating and maintaining key messages, and tracking coverage
- Partner with internal teams and external vendors to create compelling, on-brand content—writing, editing, proofreading, designing and coordinating production of impactful marketing and communications materials
- Contribute to high-impact, integrated marketing campaigns that elevate ONB’s brand at home and showcase New Brunswick’s value proposition on the global stage
- Keep projects moving – coordinating timelines, assets, and partners (agencies, designers, printers, photographers, and more) to deliver seamless marketing initiatives
- Act as a go-to communications resource, providing timely support and guidance to executives, stakeholders, and colleagues across the organization
- Stay ahead of the curve by keeping a pulse on emerging trends and best practices in marketing and communications
- Support the creation of reports, briefings, and updates, using CRM tools to enhance visibility, collaboration, and momentum across initiatives

Language:

Written and spoken competence in English is required. *Please state your language capability.*

Location and hours:

This position will be based in **Fredericton**, with occasional work beyond regular business hours (8:15 a.m. - 4:30 p.m.).

What can ONB offer you?

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, and the Public Service Shared Risk Pension Plan
- Career growth, development and continuous learning opportunities
- Opportunity to be involved in ONB events that give back to our community
- If approved, and after three months of onboarding, hybrid work arrangements are possible.
- Positive and inclusive work culture

How to apply?

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment
- *Please ensure that preferred language for assessment is identified on your resume*

Apply by email to humanresources@onbcanada.ca, or by mail to the address below by **May 6, 2026**, indicating competition number: **ONB-26-05**.

Place 2000
ONB People & Culture
4th floor, 250 King Street
Fredericton, NB E3B 9M9

We thank all those who apply however only those selected for further consideration will be contacted.
This competition may be used to fill future vacancies at the same level.