



EXTERNAL COMMUNICATIONS SPECIALIST

Location: Calgary, Alberta

Position Summary:

We are seeking a full-time External Communications Specialist to join our team in Calgary, Alberta. Working alongside E3's investor and government relations functions, this role will lead E3's external relations and communications, turning complex technical, financial, and project information into clear, compelling messaging for investors, governments, communities, and the public as the company advances the Clearwater Project, a Direct Lithium Extraction (DLE) project in Alberta's Bashaw District. The External Communications Specialist will own the creation and delivery of E3's external communications, from corporate, media, and government materials to the company's digital channels, social media presence, and video and visual content.

This is a hands-on role for a creative, experienced communicator who is equally comfortable building an information package for a government meeting, scripting and producing a project video, and running a day-to-day social media calendar.

The Company:

E3 Lithium (E3) is leading the charge in the global energy transition. As an Alberta-based company advancing one of the world's largest lithium resources, we are pioneering a new industry and redefining what's possible in clean energy. This is innovation at scale, driven by bold ideas, cutting-edge technology, and a team that thrives on solving tough challenges. Joining E3 means more than just building a career; it's the opportunity to help unlock the critical fuel of the electric revolution and shape a sustainable future.

Our team is ambitious, collaborative, and committed to changing the game in Alberta and beyond. This role offers an unparalleled opportunity to be part of a company on the rise in one of the most crucial industries of our time. We support growth and curiosity, celebrate balance, and provide space to achieve big things. Based in Calgary, recognized as one of North America's most livable cities, you'll find yourself working at the intersection of innovation, impact, and quality of life.

To apply for this role, please email your resume to HR@e3lithium.ca with the job title in the subject line.

Responsibilities:

Lead the development and delivery of E3's external communications, with particular emphasis on corporate and government relations, digital channels, and marketing materials that build the company's profile as it advances the Clearwater Project.

1. External Relations Management

- Manage E3's corporate relationships with external stakeholders, partners, and industry organizations, and support media relations in coordination with leadership.



- Working closely with the government relations and finance teams, support the communications elements of government funding applications, grant and incentive programs, and related reporting.
- Coordinate joint announcements, ministerial visits, and site tours with government communications staff.
- Prepare correspondence, submissions, and consultation responses to government departments, agencies, and regulators.
- Ensure external messaging is consistent across investor, government, community, and public audiences, and flag sensitivities before materials are released.

2. Digital Communications

- Lead E3's digital communications strategy across social media, the corporate website, and other online channels to grow awareness and engagement with key audiences.
- Develop content that communicates project progress, milestones, and the E3 story in a clear and compelling way.
- Track channel performance and audience insights to continually refine content and approach.

3. Develop and Manage Marketing Materials

- Develop and maintain corporate marketing materials, including information packages, presentations, and visual and video content, that reflect a consistent E3 brand and narrative.
- Support conferences, site tours, and community events with materials and promotional content, working with external partners as needed.
- As part of a growing company, establish brand standards and an organized library of approved assets that support consistent communications over time.

Qualifications & Experience:

- **Experience:** 5 to 10 years of progressive experience in corporate communications, external relations, or public relations, including demonstrable experience developing digital and online communications content.
- **Education:** Degree or diploma in Communications, Public Relations, Journalism, Digital Media, Marketing, or related field.
- **Relationship Management:** Proven ability to build trusted relationships and work collaboratively across multiple disciplines, with colleagues, partners, and external stakeholders.
- **Government Communications:** Experience supporting or developing written government policy documentation. Experience in government communications or as political staff is considered an asset.
- **Communication Skills:** Excellent written and verbal communication skills, with strong editing and proofreading ability and the confidence to engage with audiences at all levels.
- **Organization:** Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines.
- **Software:** Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook), with working knowledge of design, video editing, and social media management tools such as Adobe Creative Suite, Canva, and scheduling and analytics platforms.
- **Portfolio:** A portfolio demonstrating social media campaigns, video work, and designed materials such as information packages or brochures may be requested as part of the recruitment process.

E3 Lithium

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