



Alexco Resource Corp.

Job Description – Investor Relations & Communications Lead

Type: Full-time

Location: Vancouver, BC – Corporate Office

Reporting to the Sr. Vice President of Corporate Development and working closely with Alexco Senior Management, the successful candidate will advise on, develop, and execute all aspects of the Company's Investor Relations program to support Alexco's corporate strategy and achieve the Company's long-term goals. This role requires knowledge of the investor relations and communications functions, capital markets, strong written and verbal communications skills, attention to detail, strong interpersonal skills, and an ability to prioritize and work independently in a fast-paced environment. The responsibilities of this role include, among others:

- Developing the Company's key messages, marketing and communications strategy.
- Managing the continuous disclosure process including the preparation, filing and dissemination of documents such as news releases, quarterly and annual financial reports, corporate presentations, fact sheets, and other documents as required.
- Managing the Company's website and social media channels to ensure accuracy and alignment with the Company's key messages.
- Planning and managing public conference calls and shareholder meetings.
- Researching and informing management on market developments, changes in shareholder ownership, investment sentiment, and regulatory requirements affecting the Company.
- Regularly communicating with securities regulators, exchanges, and shareholder advisory groups to ensure proper understanding of the Company's public disclosure, as well as compliance with regulations and best practices.
- Planning and managing the Company's participation in roadshows and industry conferences including managing logistics, selecting events, scheduling meetings and presentations, and distributing corporate materials as appropriate.
- Planning and executing site tours and analysts' days.
- Researching, planning, and executing investor targeting activities including conference calls and one-on-one meetings.
- Managing the company's advertising and media initiatives.
- Managing relationships with institutional and retail investors, research analysts, institutional sales desks, retail brokers, newsletter writers, and the media.
- Selecting IR vendors and managing relationships and contracts.
- Participating in the development of Alexco's ESG strategy and reporting initiatives.
- Maintaining the Company's IR database.
- Developing and managing the Investor Relations budget.
- Other responsibilities as required.

The ideal candidate will have experience in communications, investor relations or public affairs in publicly traded companies, ideally within the mining industry.



This position is based in Alexco's Vancouver Corporate Office. Some travel will be required.

To apply, please send your cover letter and resume to cmacmillan@alexcoresource.com with the subject Investor Relations & Communications Lead.

Our workforce is our best asset. Alexco offers a competitive compensation and benefits package and provides a respectful, safe, and supportive work environment for its workers.

We are an equal opportunity employer, and we hire based on qualifications and experience. We thank all applicants for their interest in Alexco and note that only candidates who meet the requirements of the job description will be contacted.

About Alexco

Alexco is a Canadian primary silver company that owns and operates the majority of the historic Keno Hill Silver District, in Canada's Yukon Territory, one of the highest-grade silver deposits in the world. Alexco is currently advancing Keno Hill to production and started concentrate production and shipments in Q1 2021. As per Alexco's 2020 pre-feasibility study, Keno Hill is expected to produce an average of approximately 4 million ounces of silver per year contained in high quality lead/silver and zinc concentrates. Total production over an 8-year mine life is estimated at 1.18 million tonnes of ore at an average rate of 430 tonnes per day at an average grade of 805 grams per tonne. Keno Hill retains significant potential to grow and Alexco has a long history of expanding the operation's Mineral Resources through successful exploration.