**Digital Design and Communications Coordinator**

**Ontario Pension Board**

**Stakeholder Relations**

At OPB, the health, safety and wellness of our employees, clients, vendors, and stakeholders is our top priority. Recognizing the benefits of working from home and the collaborative teamwork experience in the office, we have commenced a gradual return to the workplace and are in the process of implementing a hybrid work model. Eligibility to participate in the hybrid work model will be assessed based on the requirements of the role. To learn more about our hiring protocols during the COVID-19 pandemic, please visit our Careers site at https://www.opb.ca/about-opb/careers.

Ontario Pension Board’s External Communications and Digital Experience team has an excellent opportunity for a Digital Design and Communications Coordinator. We are seeking a creative and collaborative professional with a passion for designing engaging internal and external communications materials, in compliance with AODA legislation and modern, digital-first best practices. Reporting to the Manager, External Communications & Digital Experience, the Digital Design and Communications Coordinator provides support to the broader communications team through the design and maintenance of a variety of digital publications including forms, letters, presentations, statements and documents. The ideal candidate has strong organizational and project management skills and proactively anticipates the needs of stakeholders.

**As a Digital Design and Communications Coordinator, you will:**

• Prepare, design and maintain internal and external digital communications materials adhering to established brand guidelines and AODA requirements

• Recommend creative, clear and compelling design solutions incorporating modern and digital first best practices

• Maintain existing catalogue of documents including but not limited to forms, brochures publications, letters etc., leading the annual revision and review process with internal stakeholders

• Collaborate with internal stakeholders to gather requirements and recommend solutions which incorporate best practices of digital document design and AODA compliance

• Seek feedback on designs, revise and update designs as required

• Coordinates appropriate stock levels of documents for print and electronic publications

• Provide support to the communications team through preparation of mass mailings, mail-merges, coordinating French translation services

• Proactively contribute to team meeting and brainstorming initiatives

**Qualifications:**

• Demonstrated experience in digital document creation and experience preferably in a professional or financial services, government administration, or related field

• Expert working knowledge of software applications including Microsoft Office, Adobe InDesign and Creative Cloud

• Preference for experience with Adobe Lifecycle, BarCode ActiveX, and Document Creation for automated CRM and workflow management systems

• Strong understanding and experience implementing documents to Accessibility for Ontarians with Disability Act, 2005 (AODA) compliance

• Project management and organizational skills for working with internal and external stakeholders and vendors

• Experience developing strong relationships with external design and translation vendors and providing constructive feedback and oversight

• Strong intrapersonal skills, prioritization and flexibility in a fast-paced communications environment

**Nice to have:**

• Strong knowledge of Excel

**Candidates should include a link to their virtual portfolio within their resume/cover letter submission.**

**Please submit your resume through our careers portal (**[**https://opb.talcura.com/candidates/home.aspx**](https://opb.talcura.com/candidates/home.aspx)**) if you are interested in this exciting opportunity. The competition will remain open until a successful candidate is selected or until the competition is closed.**

OPB is committed to providing accommodation for people with disabilities in its recruitment process.  
Please advise OPB if you require an accommodation, and we will work with you to meet your needs.  
Candidates being considered for this position will be required to submit to a background screening.  
We thank all applicants, however only those selected for an interview will be contacted.