

**Digital Communications Specialist (Pensions)
Strategic Communications and Client Engagement
Contract up to 24 months**

As the Digital Communications Specialist, you will work closely with internal subject matter experts to develop and create effective and engaging external communications for OPB's clients across multiple channels including digital and print – translating technical pension issues into easy-to-understand communications for members of the Public Service Pension Plan (PSPP) and participating employers.

Reporting to the Senior Manager, External Communications & Digital Strategy, the Digital Communications Specialist delivers subject matter expertise to internal stakeholders on various communication issues and projects.

Key Responsibilities:

- Writes, edits and proofreads a variety of communication materials for external audiences, translating complex technical concepts into easy-to-understand, clear and concise communications.
- Researches and drafts engaging and informative content and articles on relevant topics for our audiences to promote the importance of retirement planning and financial literacy.
- Acts as a lead on communications projects, collaboratively developing requirements, delivering materials within schedule, drafting and revising content and coordinating approvals.
- Delivers subject matter expertise on ad-hoc and operational projects, working closely with internal partners to develop a scope of work, recommend best practices and develop or revise communications materials.
- Supports social media management, monitoring engagement on various social channels, escalating potential issues and developing responses as required.
- Monitors the performance of campaigns, identifying trends and insights to continually enhance the effectiveness of social media and communications strategies.

Key Qualifications:

- Degree or diploma in a communications-related discipline.
- Demonstrated ability to analyze communication needs and create effective digital content and communications for different audiences.
- Knowledge of pension administration (preferably in a defined benefit system) and an understanding of basic financial/investment concepts (preferably developed working in a banking, retirement planning or pension services).
- Excellent verbal and written communication skills with outstanding vocabulary, grammar, punctuation and attention to detail.
- Proven ability to transform technical information into easy-to-understand material for audiences.
- Excellent interpersonal skills and a proven ability to cultivate strong partnerships and collaborate effectively within a team and across the organization.
- Strong organizational, prioritization and project management skills to work effectively in a fast-paced environment while managing multiple time-sensitive priorities.
- Advanced working knowledge of Microsoft Office software and Adobe Acrobat, with knowledge of Adobe InDesign is considered an asset.
- Bilingual in English/French is considered an asset.

Please submit your resume if you are interested in this exciting opportunity:

[Careers - Ontario Pension Board \(opb.ca\)](https://www.opb.ca/careers)

The competition will remain open until a successful candidate is selected or until the competition is closed.

This competition is open to all employees of OPB and has been posted on LinkedIn.

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.

OPB is committed to fostering a culture of diversity, equity and inclusiveness that reflects the diverse communities we serve. We welcome and encourage applications from those who may contribute to the further diversification of ideas.

Candidates being considered for this position will be required to submit to a background screening.