



Communications coordinator

Plain language police, report for duty! If you secretly rewrite wordy restaurant menus or mentally add correct punctuation to texts, we'll give you a badge and a paycheck for it.

We're looking for a communications coordinator who is an exceptional writer and editor, skilled at creating clear, compelling content across various platforms. If you're a team player with a passion for storytelling and a knack for finding the simplest way to explain complex things, we'd love to hear from you.

This role requires some basic graphic design skills. Video editing and creation skills would be a bonus (think simple explainer videos, not Academy Award winning features).

The role

The communications coordinator will ...

- Write and edit clear and engaging content for newsletters, websites, annual reports, email sequences, and other communication materials, including video scripts
- Collaborate with team members to plan, draft, and refine messages that are in step with our organizational goals
- Ensure all materials follow plain language principles and are accessible to a diverse audience with a range of needs
- Create visually appealing layouts for newsletters, presentations, and digital content using established brand guidelines
- Take responsibility for important communications products with more of an administrative bent: forms, applications, etc.
- Conduct research to understand audiences, trends, and assess effectiveness of CSSB communication efforts

Essential skills and qualifications

- Experience: Minimum two years
- Education: Degree or diploma in communications, public relations, or a related field. A combination of education and relevant experience in communications will be considered
- Writing and editing excellence: Proven ability to write and edit for various formats and audiences (a short writing assessment and portfolio are required)
- Plain language expertise: Skilled at breaking down complex information into simple, accessible language
- Attention to detail: Exceptional proofreading and editing skills with an eye for accuracy (there will be a short editing assignment at the interview stage)
- Time management: Ability to prioritize tasks and meet deadlines in an environment with competing priorities
- Team player: Thrive in a collaborative environment and contribute positively to team dynamics

- Communication skills: Strong verbal and interpersonal communication skills to engage with team members and others effectively
- Basic graphic design skills: Familiarity with tools like Adobe InDesign, Canva, or similar

Nice to have

- Basic video production skills (e.g., shooting, editing, adding text overlays, working with templates) to support our digital storytelling efforts
- Basic familiarity with WordPress

What we offer

- Competitive salary of \$66,340 to \$77,613 annually.
- A defined benefit pension plan that provides guaranteed income for life when you retire
- Dental, vision, drug and disability coverage
- A supportive, collaborative work environment where your growth and wellbeing are a priority
- A \$250 wellness allowance for things like fitness classes
- An affordable onsite gym
- A compressed workweek resulting in 16 additional long weekends from March to December
- Opportunities to contribute to meaningful projects and have your voice heard

Good to know

- Workdays are Monday through Friday (no weekend or off hours work is required)
- Work hours are typically 8 a.m. - 4:30 p.m. with some flexibility
- This is an in-office position

How to apply

Send your resumé, cover letter, and two of your best writing samples (e.g., a newsletter, web copy, or report) to careers@cssb.mb.ca and include communications coordinator in the subject field.

If you have video samples, please include these (links are fine) and indicate how you contributed to the project.

The application deadline is **February 7, 2025**.

If you require reasonable accommodation at any time during the recruitment and selection process (e.g., related to any materials or activities), please let us know.

About us

CSSB administers the pension plan for the Province of Manitoba and other employers. We manage the \$8.1 billion Civil Service Superannuation Fund as well as several smaller pension plans. Our mission is to provide lifelong retirement income, ensuring financial stability and peace of mind for our 56,000 members.

Our team is dedicated to collaboration, continuous learning, and delivering exceptional service, with members at the heart of everything we do.

To learn more, visit cssb.mb.ca.