



The Winnipeg Civic Employees' Benefits Program (WCEBP) provides pension and long term disability benefits to employees of the City of Winnipeg and eight other participating employers. The Program covers approximately 17,600 Members with assets under management of about \$5 billion. WCEBP staff also administer the Winnipeg Police Pension Plan (approximately 2,600 Members and \$1.4 billion in assets), and group life insurance plans for both Civic and Police Members.

## The Opportunity

### MANAGER OF COMMUNICATIONS

Reporting to the Chief Executive Officer, the Manager of Communications is a senior role responsible for the development and delivery of an effective communications program for *The Winnipeg Civic Employees' Benefits Program* (and other plans under administration), including both corporate and Program Member communications. The Manager of Communications performs in a key advisory role to the Program's executive team.

In this role, you will develop and recommend strategies, policies, standards, communication vehicles and best practices in pension and benefit communications, and will be responsible for the creation of new and engaging creative materials (from draft development through to distribution and ongoing maintenance). You will be instrumental in the development of interactive vehicles to effectively support the Program's direction and meet changing expectations of Program Members, in particular as related to self-service alternatives. You are a strategic, conceptual thinker with a passion for communications, the desire to make continuous improvements, and a demonstrated ability to work collaboratively and build strong relationships.

### Required Competencies

- *Minimum of eight years experience, preferably in an innovative communications role, with extensive experience in writing and editing.*
- *University degree in communications or a related field.*
- *Strong proficiency in Microsoft Office Suite and Adobe InDesign.*
- *Experience in interactive multi-media services.*
- *Self-motivated with an eye for detail.*
- *Excellent written and oral communication skills.*
- *Strong organizational, planning, and project management skills.*
- *High integrity and commitment to a high standard of conduct, both personal and professional.*
- *Knowledge of pension and benefit plans would be an asset.*
- *An equivalent combination of education and experience may be considered.*

### How to Apply

If you believe you can make a significant contribution to our organization as **Manager of Communications**, please submit your résumé, with cover letter, in confidence to Carrie Potts, Manager of Human Resources & Privacy Officer at The Winnipeg Civic Employees' Benefits Program:

**[carriepotts@winnipeg.ca](mailto:carriepotts@winnipeg.ca)**

WCEBP is committed to employment equity and welcomes diversity in the workplace. We thank all candidates for their interest; however, only those considered for interviews will be contacted.