**Digital Writer**

**(Up to 24 month contract)**

As the Digital Writer, you will work closely with internal subject matter experts to develop and create effective communications for OPB’s clients across multiple channels including digital and print – translating technical pension issues into easy-to-understand communications for PSPP members and employers. You will also provide subject matter expertise to internal stakeholders on various communication issues and projects.

**Key Qualifications:**

* Requires a degree or diploma in a communications-related discipline
* Specialized experience in creating digital content
* Demonstrated ability to analyze communication needs and create effective digital communications for different audiences
* Knowledge of pension administration (preferably in a defined benefit system)
* Understanding of basic financial/investment concepts (preferably developed working in a retirement planning or pension services)
* Excellent verbal and written communication skills
* Proven ability to transform technical information into easy-to-understand material for audiences
* Strong interpersonal skills and a proven ability to cultivate strong partnerships and collaborate effectively within a team and across the organization
* Excellent organizational skills to manage multiple communications projects
* Proficient in CP style
* Advanced working knowledge of Microsoft Office software and Adobe Acrobat
* Knowledge of In Design is an asset
* Ability to work equally well in both French and English an asset

**Are you interested in this exciting opportunity?**

**If yes, please submit your resume by 5:00 pm, July 22, 2019.**

**Please visit OPB’s Career page to apply** [**https://opb.talcura.com/candidates/home.aspx**](https://opb.talcura.com/candidates/home.aspx)

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.