**Ontario Pension Board**

**Client Relations & Education Specialist
(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.>

OPB’s Stakeholder Relations team has an excellent opportunity for a Client Relations & Education Specialist to support the development and delivery of engaging customized educational sessions that help our members understand the value of the plan and how it fits into their overall financial planning picture. As a trusted advisor, you will deliver educational seminars, both virtually and in person, on a variety of pension related topics for client groups, including members, prospective members, and ministry officials throughout the province. You will establish, build and maintain client group/stakeholder relationships to enhance OPB’s reputation and work closely with the Director, Stakeholder Relations and Senior Client Outreach and Education Strategist to develop and implement strategies and recommendations to increase awareness, promote and market the value of the PSPP.  Working with teams within OPB, you will share feedback about issues/concerns from clients and stakeholders and support in developing strategies to address their concerns. You will also monitor emerging trends in the financial and pension industry, and legislative changes to identify potential impacts on the Plan and OPB and make recommendations for inclusion of this information into the presentations delivered. While many of our educational opportunities are currently being delivered virtually, in the future this position may travel frequently throughout the GTA and occasionally throughout the province of Ontario.

**Key Qualifications:**

You have a strong client focus and the ability to build and maintain high-quality relationships with key stakeholders, previous skill and experience in presenting diverse technical information in formal settings, and the ability to effectively diffuse difficult situations with tact & diplomacy.  You have designed and developed training materials and educational sessions and have effective analytical skills to interpret trends, issues and legislation.  You have demonstrated marketing and/or relationship management skills, which compliment your ability to take technical information and prepare original text in plain language format for presentations and communication materials. With a strong desire to learn, you embrace a culture of teamwork and collaboration. A Registered Retirement Consultant or Certified Financial Planner designation is required. This position requires the successful candidate to have a valid driver's licence. The successful candidate would have to provide proof that they have a valid driver's licence upon being hired.

**Are you interested in this exciting opportunity?
If yes, please submit your resume by 5:00pm on December 6 2022.**

**Please visit our careers 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.
We thank all applicants for their interest, however, only those selected for an interview will be contacted.