

POSITION DESCRIPTION

Title:	Communications Analyst
Department:	Communications
Immediate supervisor:	Director Communications

CORE ACCOUNTABILITY

Reporting to the Director Communications, the Communications Analyst is an integral member of the team responsible for corporate, client and member communications on behalf of the organization. Primary responsibilities of the Analyst include the development of a wide range of informative and educational materials. Experience in graphic design, especially in simplifying complex information through visuals, is sought. The Communications Analyst must work efficiently, demonstrate effective time management skills, and have a strong attention to detail. They should expect to work independently and within a team environment. Knowledge of the investment industry is considered an asset. Excellent verbal and written communication skills are required in English; French is considered an asset.

MAJOR RESPONSIBILITIES

1. Coordinate communication deliverables as per our corporate, client and member communication plans, in support of our corporate and client strategic plans.
2. Produce original visual elements, in varying formats, including newsletters, booklets, presentations and reports.
3. Layout client reports on behalf of our administration and investment teams, incorporating original visuals to support communicating the intended messaging to recipients.
4. Develop and manage branded Microsoft Office templates for internal use, and specific to clients.
5. Provide support with copywriting, as part of the design and layout process. Having experience writing for different audiences is considered an asset.
6. Most deliverables are provided in both official languages. Translation support is in place, but understanding the importance of showcasing information equally in French and English is imperative.

COMPETENCY PROFILE

1. Post-secondary degree in graphic design or a related field.
2. 5 years of relevant experience.
3. Excellent verbal and written communication skills in English. French is an asset.
4. Strong organizational skills and attention to detail.
5. Excellent time management skills and ability to prioritize competing deadlines.
6. Proficient in Microsoft Office Suite, Adobe Creative Cloud, especially InDesign, Photoshop and Illustrator.
7. Exposure to the pension and investment management industry is considered an asset.