

Job Bulletin: Communications Assistant

Advertisement # 37334
Communications Assistant
Regular/Term (2 years)
Strategic Services and Public Affairs Unit

Closing Date: April 7, 2021
Salary Range: \$46,829 - \$55,680 per annum (6XD)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province's liquor, gaming and cannabis industries, including oversight for liquor sales, service and manufacturing; gaming employees, products, events and operations; and retail cannabis stores. We strive to serve the public interest by regulating these industries in a respectful, impartial and balanced manner.

The LGCA is seeking an experienced communications professional to work in its Communications Department.

Qualifications:

The successful candidate must have:

- A diploma in communications or a communications-related field; and one to three years of related experience, preferably in the public sector. A combination of education and experience may be considered.
- Strong oral and written communication skills with experience preparing communications for diverse audiences across mediums.
- Strong digital communication skills, including experience developing and managing website content and professional social media accounts.
- Proficient computer skills using Microsoft Office Suite, WordPress, and Adobe InDesign.
- Well-developed political acumen and interpersonal skills to foster positive collaboration and build strong working relationships with internal and external stakeholders.
- Strong attention to detail and accuracy with the ability to edit and proof.
- Organizational and project management skills to balance competing priorities and manage projects simultaneously while achieving high-quality results.
- Demonstrated ability to work independently and in a team environment.

The following qualifications are desired:

- Proficiency in French.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

Duties:

The Communications Assistant position is responsible for providing administrative and technical support to the Communications Department. Working closely with the Communications Analyst, the incumbent is responsible for the development and maintenance of web content and sites, internal and external communication materials, and provides support to a variety of communications projects. The incumbent, as a member of the Communications Department, works collaboratively to develop resources for both internal and external stakeholders.

Additional Information:

- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection test.
- Must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- Satisfactory work performance in the preceding 12 months is required.
- For internal candidates, a positive attendance record will be a consideration in the screening process.
- A satisfactory Criminal Records Check must be produced and maintained.

The LGCA has a comprehensive compensation and benefits package which includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). The LGCA also has ergonomic

This document is available in alternate formats, upon request.



workstations and free parking. Training, educational support and career development opportunities are also available.

Apply to:

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Liquor, Gaming and Cannabis Authority of Manitoba

Human Resources

1055 Milt Stegall Drive

Winnipeg, MB R3G 0Z6

Fax: (204) 927-5384

Email: resumes@LGCamb.ca

Please quote your name and the advertisement number in the subject line of your email. When possible, please submit your cover letter, resume and any other documents in PDF format (refrain from using .zip files). The LGCA does not accept links to Google Docs, Drop Box or any cloud based storage systems as a replacement for real documents. This will eliminate formatting issues for different versions of software.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided takes into account the applicant's individual accessibility needs.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, visible minorities and persons with disabilities.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Visit LGCamb.ca to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

