

Job Bulletin: Communications Student

Advertisement # 48378
Communications Student
Full-Time, Term (May – September 4, 2026), Excluded
Communications Department, Strategic Services and Public Affairs Unit

Closing Date: March 2, 2026
Salary Range: \$25.05 - \$30.82 hourly (6XB) (as of March 21, 2026)

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 a highly motivated individual to work within the Communications Department, which is part of the Strategic Services and Public Affairs Unit. This position will provide students with experience working within the public sector for a government organization. Students can expect to learn about government communications, and the role of regulatory bodies within government.

Candidates who do not meet all essential criteria and qualifications may be considered on an underfill basis at the pay grade 6XA. In such cases, the candidate will be appointed at a lower classification and pay grade until the required qualifications are met (as of March 21, 2026).

- Full working level salary range: \$25.05 - \$30.82 hourly (6XB)
- Underfill salary range: \$22.58 - \$28.21 hourly (6XA)

Staff in underfill will perform duties with appropriate supervision and may be eligible for reclassification to the full working level upon demonstration of required competencies, experience, or qualifications, subject to approval and in accordance with the collective agreement.

Qualifications:

The successful candidate must have:

- A high school diploma and must be currently attending a post-secondary institution, preferably with an education related to Communications.
- Experience in an office environment, preferably within the public sector working on communications; specifically digital communications, social media and websites.
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- A high level of accuracy and attention to detail to ensure consistency and correctness of deliverables.
- Strong verbal and written communication skills, with the ability to create content for different audiences.
- Effective time management and organizational skills with the ability to manage multiple work demands.
- Experience drafting content and updating information on website and social media platforms including Facebook, Instagram and Twitter.
- Strong interpersonal skills with the ability to work with others in a professional, helpful and respectful manner.
- Ability to work and contribute in a team environment as well as independently.
- Demonstrated proficiency with Microsoft 365 (Word, Outlook, SharePoint), Adobe Creative Suite, WordPress.

The following qualifications are desired:

- Proficiency in French.

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

This document is available in alternate formats, upon request.



Duties:

The role of the communications student is to provide support to department and corporate projects requiring specializing in communications skills. This includes developing materials, proofing and editing content, updating websites and social media, creative digital assets, and facilitating translation services. This position will focus on communications tasks related to corporate and departmental projects.

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.
- Circumstances may arise where the competition may need to be withdrawn.
- Must be legally entitled to work in Canada.
- A satisfactory Criminal Records Check must be produced and maintained.
- Proof of enrollment in a program at a post-secondary institution is required.
- Hours of work are between 8:00a.m. to 4:30p.m., Monday to Friday.

Apply to:

Advertisement #48378
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.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

Accessibility

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

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

We thank all who apply. Only those selected for further consideration will be contacted.

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

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