



College of  
Registered Nurses  
of Manitoba

# Communications Specialist

The Communications Specialist contributes to communications activities and initiatives to achieve organizational goals. This is a full-time permanent position.

Reporting to the Manager of Communications, the scope of this position includes the following:

- plans, creates, drafts, edits, proofreads and coordinates a variety of communications materials including articles, website content, surveys, presentations, forms, promotional materials, scripts, speeches, fact sheets and multimedia tools such as e-learning modules
- gathers data and analyses results to inform communication strategy and tactics
- provides communication counsel, coaching and support to colleagues and other departments
- contributes to planning, writes articles for, proofreads and coordinates blog content and monthly e-newsletters
- coordinates the updating and maintenance of the College website, intranet and social media platforms ensuring quality control
- collaborates with other staff to plan and implement special events
- provides back-up reception coverage
- liaises with committees when required
- other duties as assigned

You possess:

- a degree in communications or related field
- knowledge of best practices in communications for a variety of audiences
- experience planning, writing, editing, creating and formatting a wide variety of print and digital communication materials
- project management experience
- experience working on websites and knowledge of content management systems
- knowledge of CP style and plain language principles
- excellent organizational skills, self-directed with the ability to manage a number of tasks concurrently and with attention to detail
- excellent people skills and the ability to work as part of a team
- advanced Microsoft Office skills and knowledge of Adobe Photoshop, InDesign and Acrobat
- experience working with the media
- experience in survey design and communications data analysis would be an asset

Applicants selected for an interview will be asked to bring a portfolio.

**To apply, please submit your resume and cover letter before noon on May 7, 2018 to:**

Susan Irwin  
Manager of Operations and Human Resources  
Email: [careers@crnm.mb.ca](mailto:careers@crnm.mb.ca)

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**THIS POSITION IS A FULL-TIME PERMANENT ROLE WITH A SALARY STARTING AT \$54,658.  
WE ALSO OFFER A COMPETITIVE BENEFITS PACKAGE.**

*We thank all who apply, but only those chosen for an interview will be contacted.*