



THE PLAN OFFICE OF THE  
IWA-FOREST INDUSTRY  
PENSION & LTD PLANS

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IWAFIBPCA

## CAREER OPPORTUNITY: MANAGER, COMMUNICATIONS

### ABOUT THE PLAN OFFICE OF THE IWA-FOREST INDUSTRY PENSION AND LTD PLANS

Established to support Canadian forestry workers and their families, the IWA-Forest Industry Pension and LTD Plans provide pension and disability benefits and rehabilitation services to members.

With over four billion in assets, 400+ participating employers and more than 70,000 members, the IWA-Forest Industry Pension Plan is one of Canada's top 100 pension funds and is one of the top private sector pension funds in BC. The IWA-Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 8,000 members across western Canada.

The plans are intended to supplement government retirement benefits and provide financial protection in the event of illness and injury. They are a valuable part of members' financial security in retirement and beyond. Both plans are administered by the Plan Office, which manages plan assets and benefits.

### WE OFFER

- Full range of benefits include vision, extended health, dental, Health Spending Account
- Staff Pension Plan
- Company sponsored Staff Appreciation Day, Christmas Party and social events
- Three weeks' vacation to start plus management days
- Transit/parking subsidy
- Central Burnaby location close to transit
- Plus much more....
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### WHO YOU ARE

The Manager, Communications provides leadership and guidance on the organization's strategies for communication, branding and reputation management, stakeholder engagement, public relations, and issues management. This position provides expertise to the boards, management and staff.

Some of your responsibilities include:

- Liaises with management to develop and execute the communication strategy that is consistent with the board's communication policy involving increasing engagement, awareness and understanding of the Plans with stakeholders.
- Ensures communication effectiveness through the ongoing evaluation of strategic communications initiatives.
- Monitors and analyses current communications issues and identifies emerging trends that may impact the organization and develops recommendations regarding appropriate communications.
- Responsible for the development, maintenance, and execution of all corporate communications resources,

including the Plan website, Annual Reports, Plan booklets, newsletters and presentations.

- Identifies and develops new and engaging communications opportunities that will further the Plan's strategy.
- Provides a full range of content services for the Plans, including researching, writing, and editing a variety of communications materials for print and online.
- Remains up to date with current communication technologies, trends and best practices, legislations impacting pensions and benefits.
- Creates guidelines for internal staff members on how to handle specific member inquires.
- Trains staff members on new and existing material.
- Sets goals and objectives for the communications department.
- Assists in the preparation of the communication department budget.
- Maintains and updates internal and external website.
- Monitors, updates and responds to social media postings.
- May be asked to lead or assist in projects benefiting office functions or the Boards of Trustees.
- Plus other projects

## YOU HAVE/ARE

- Bachelor's degree in Communication, or related discipline plus five years of experience in the communications field with extensive experience in writing and editing; or an equivalent combination of education and experience will be considered.
- Strong written, presentation, verbal communication and interpersonal skills, together with a customer service focus and a professional and respectful approach.
- Ability to transform complex concepts into clear and simple messages for the general audience is critical.
- Experience working in a benefit plan or providing communications consulting or services to benefit plan would be beneficial.
- Attention to detail in all areas of work and strong organizational skills with the ability to balance competing priorities and effectively deal with changing situations or priorities.
- Excellent planning, organization and project management skills.
- Computer literate, including efficient working knowledge of Microsoft Office. Along with social media tools, online analytic tools, Adobe Creative Suite.

## ADDITIONAL INFORMATION

The IWA–Forest Industry Pension and LTD Plans are responsible for the management and protection of large amounts of confidential information. All employees are expected to understand the requirements of and act in accordance with provincial privacy laws as well as to adhere to internal controls and policies to ensure confidential information is not revealed to or distributed or discussed with anyone other than as required to perform the duties of the position.

We thank you for your application; however, only successful applicants will be contacted.

## HOW TO APPLY

Please forward your resume with cover letter to [hr@iwafibp.ca](mailto:hr@iwafibp.ca) before Friday, **December 3, 2021**.