



Job Posting: Employee Communications Specialist

We are looking for an experienced Employee Communications Specialist to support our rapid growth in outsourced employee communications. Uniity is a subsidiary of Livewire Communications Inc. and targets the unique employee communication needs of mid-sized businesses and business leaders. In this key role, you will lead, co-develop and support multi-channel communication initiatives that inform, engage, and inspire employees.

HERE ARE FEW THINGS THAT SET US APART:

We are an equal-opportunity employer, and we are proud to offer jobs in environments where diversity is embraced;

- Flexible, hybrid work environment. We embrace remote, collaborative work on the MS Teams platform;
- Summer hours and Brilliant Fridays;
- Commitment to the continuous improvement of our team through learning and development;
- Regular social events to foster teamwork and have fun together;
- Strong culture of charitable and community involvement.

RESPONSIBILITIES:

Leading the look, feel and tone of internal corporate messaging to support the business needs of our Uniity clients. This includes:

- Owning all aspects of a strategic employee communication playbook, including assessing and optimizing communications channels and vehicles and delivering an annual plan;



- Creating, developing and facilitating the delivery of employee communication strategies and programs that drive awareness and build understanding of corporate strategy, culture, business priorities and the employee value proposition;
- Overseeing, developing and executing engaging, written and digital material, including executive messaging, presentations, video scripts, success stories;
- Collaborating with senior leaders to effectively assess their communications needs and provide a successful mix of communications support and guidance;
- Developing and leveraging communications templates, processes and tools that support strong communications;
- Working closely with various stakeholders to manage projects effectively, delivering on time and within budget, utilizing appropriate resources, anticipating risks, and developing mitigation strategies;
- Acting as a primary driver of communication between Uniity and our clients, facilitating professional client meetings, phone calls and project updates;
- Assessing and preparing estimations and managing budgets throughout the project life cycle.

EXPERIENCE AND QUALIFICATIONS

- Proven experience and success in translating business strategies, plans and issues into effective and inspiring employee and leadership communications programs;
- 3-5 years in a corporate communications role, with a focus on employee communications with hands on experience developing traditional employee communications (e.g. email, employee meetings, webinars, e-newsletters). However, equivalent skills, knowledge or experience are also valued;
- Exceptional communicator with outstanding oral, written, and presentation skills;
- Strong organizational, project management and time management capabilities with the ability to juggle multiple priorities;
- Skilled in working with employee communications apps and platforms (e.g. PowerPoint, Intranets, collaboration tools, social listening, blogs, video, photography etc.);
- Must be able to connect the dots across multiple verticals of the organization to ensure key corporate messages are embedded across a wide array of communication touch points;



- Must demonstrate the following leadership skills: build trusted relationships, strategic and creative thinking, persuasion, problem solving, prioritization and decision making;
- Ability to work with cross-functional teams;
- Exceptional personal presence - must have confidence and comfort in delivering key messages in front of executives and large audiences;
- Proven ability to provide strategic counsel to executives and senior management, influence key stakeholders and collaborate with cross-functional teams to manage communications processes.

At Uniity, you will find a dynamic and inclusive culture that rewards brilliant work and celebrates success.

We are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and welcome applications from individuals who fall into one or more protected status categories. We make all employment decisions without regard to any protected status (race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, disability, or any other protected status). If you require accommodation, please notify us and we will work with you to meet your needs.