



## **Communications and Public Relations Specialist**

### **Summary:**

This position is responsible for the development and dissemination of internal and external communications in the areas of public relations and crisis management. Works closely with all internal functions to ensure the accuracy, consistency and timeliness of information to increase the understanding and awareness of the organization and contribute to its culture of corporate responsibility.

Plays major role in community relations with responsibility for administering Iroquois' corporate giving programs, initiating employee involvement in volunteer activities and representing the company at community events. Also participates on various industry committees (NGA, INGAA) and non-profit boards.

Performs general administrative functions of department; and provides backup to the Manager, Corporate Communications and Public Relations.

### **Knowledge:**

Excellent interpersonal skills with ability to communicate with internal and external associates and the public in a professional, courteous manner. Team player with leadership ability who is able to coordinate projects and events; strong organizational skills with ability to take initiative, prioritize assignments and follow through on projects with minimal supervision.

- Excellent interpersonal skills with ability to communicate ideas clearly and effectively
- Strong communication skills – writing and verbal
- Creative thinker that can provide innovative solutions to challenges or problems
- Ability to work collaboratively as part of a team and independently
- Ability to build and maintain relationships with internal and external audiences
- Attention to detail and the ability to manage multiple projects and priorities simultaneously
- Proficient in database management (FileMaker) and Microsoft Office
- Basic experience with Creative Suite (Illustrator, Photoshop, InDesign, Acrobat Pro), or QuarkXpress
- Knowledge of non-profit organizations, grant processing and corporate giving programs helpful
- Occasional evening and weekend hours may be required

**Education and Experience:**

Bachelor's Degree in Communications, Public Relations, Journalism, Business or related field.

5-7 year's work experience in public relations, communications, or journalism in a professional environment.

All positions require pre-employment background verification and drug & alcohol screening. Iroquois is committed to being a safe and drug-free workplace. We appreciate your cooperation in keeping Iroquois safe and drug-free.

In accordance with DOT regulations (49 CFR section 40.25), Iroquois is required to obtain prior drug and alcohol testing records for applicants/employees intending to perform safety-sensitive duties for covered DOT positions who have held similar positions in the past. If an applicant/employee refuses to provide written consent for Iroquois to obtain these records, he/she will not be permitted to perform safety-sensitive functions.

Iroquois provides Equal Opportunity Employment to qualified individuals regardless of race, color, religion, age, gender, sexual orientation, gender identity or expression, physical or mental disability, marital status, national origin, ancestry, veteran status, predisposing genetic characteristics or any other legally protected class or factor in accordance with state or federal laws.

**To apply:** [employment@iroquois.com](mailto:employment@iroquois.com)