



Communications 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 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, Journalism, Business or related field.

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

Our facility is located in an attractive campus like corporate setting with easy access to the highway, plenty of parking and lots of amenities: on-site fitness facility, walking paths, several cafes' and much more. As a valuable member of our team we offer a professional, friendly work environment where individuals are appreciated for their contributions.

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.

Please include cover letter with salary requirements.

Iroquois is an Equal Employment Opportunity/Affirmative Action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

To apply: employment@iroquois.com