

Job Title: Manager, Communications & Public Relations

Job Summary:

The Manager, Communications & Public Relations is responsible for providing public relations and communications support. The incumbent is a project manager in the Public Relations department with excellent writing skills. Project leadership responsibilities are outlined under “Essential Job Functions” below. This individual operates as part of the corporate public relations team.

Essential Job Functions:

- Lead and manage strategic communications plans to support specific project, business unit or company goals
- Write for and plan support for the full spectrum of modern communication, to include presentations, social media, electronic messages, audio and visual programming and mass media communication
- Maintain, develop and edit internal communications content and tools that serve the communication needs of various corporate departments
- Use and monitor regular and social media in support of Tenaska organization’s communication, development and leadership goals and assist in educational and social media awareness efforts company-wide
- Manage or support special projects, including events, news conferences, presentations and development of supporting materials
- Maintain and update content for websites, fact sheets, project pages and marketing materials and media and project stakeholder lists
- Plan and implement strategic project stakeholder communications
- Traveling, as needed, to support company business needs
- Organize and conduct localized company-sponsored programs, such as scholarship awards and other corporate giving, which include interfacing with external audiences and mass media
- Modeling integrity and ethical business practices is a requirement
- Reliable, dependable and predictable attendance is essential.

Supportive Job Functions:

- Special projects organization
- Performs other miscellaneous duties as assigned by management.*

Knowledge, Skill and Abilities:

- Bachelor’s degree in journalism/public relations/mass communications/multimedia communications
- Three to five years of experience in journalism, public relations or political communications strategy
- Excellent consulting, writing, editing and communication skills, including an engaging written voice
- Detail oriented
- Portfolio of results demonstrating communication and presentation skills; team leadership and coordination, meeting facilitation and strong follow-up
- Proven capability in internal and external communications
- Special projects/events coordination experience
- Proficiency in Associated Press news-writing style
- Proficiency in Microsoft Office, specifically Excel, Outlook, PowerPoint, Access and Word
- Demonstrated ability in desktop publishing and web design, particularly Adobe InDesign, Photoshop, simple HTML, WordPress or similar programs
- Familiarity with Microsoft SharePoint administration and communications
- Ability to execute a number of parallel tasks and work with cross-functional teams
- Ability to independently prioritize and make sustained progress toward a deadline

- Passion for building and launching new projects
- Experience in social media, viral and word-of-mouth communication practices
- Experience and execution of various levels of multimedia production, including video, audio
- Analytical
- Positive, self-starter attitude with strong work ethic
- Familiarity with Spanish and business/energy/financial background a plus.

Tenaska is an Equal Opportunity Employer

Interested individuals should apply online at: <https://tenaskacareers.silkroad.com>