



Communications Specialist

Who We Are

Do you want to join a team that values Service, Collaboration, and Excellence?

Do you want to work with an organization that is lean, green, and customer-focused?

If yes, then you should check us out!

The Long Island Power Authority ("LIPA") is a not-for-profit utility with a mission to enable clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways.

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

What We Want

- ❖ Bachelor's degree in English, Communications, Public Relations, or Journalism
- ❖ Three to five years of experience and knowledge in writing, editing, public affairs, and/or communications
- ❖ Advanced computer skills: Microsoft Word, PowerPoint, Excel, and Outlook. Proficient in Adobe Photoshop, InDesign, Quark, or similar software
- ❖ Excellent verbal, communication, and writing skills with exceptional detail to spelling, grammar, and style guideline
- ❖ Ability to manage multiple projects simultaneously, multitask, prioritize, organize, and lead
- ❖ Ability to maintain confidentiality of information and ability to strategically analyze and develop communication messaging, methods, and timing
- ❖ Ability to support and help guide staff

LIPA's Corporate Values

Service: In all our actions, we serve our customers, community and the environment.
Collaboration: We leverage the abilities of our colleagues and stakeholders to benefit our customers.
Excellence: We build on our successes, celebrate our wins, and learn from our mistakes.

What You'll Do At LIPA

The Communications Specialist reports to the Director of Communications and is responsible for fulfilling the Authority's mission of enabling clean, reliable, and affordable electric service for our customers by working cross-functionally to support the Chief Executive, External Affairs, and Communications, as well as assist functions across LIPA to ensure consistent, high quality internal and external communications and messaging to enhance LIPA's reputation and mission.

The Communications Specialist is responsible for writing and creating external and internal communications materials including presentations, reports, letters, customer and stakeholder correspondence, press releases, educational material for public dissemination, internal newsletters, and other communicative pieces. This position will also coordinate and assist in the preparation and planning of Board of Trustee meetings, public hearings, and other public events to vet materials and ensure stylistic consistency.

Additional responsibilities include tracking long-term project status and deliverables along with engagement with stakeholders and media, ensuring organizational adherence to the company's style guide by reviewing and copy-editing materials, as well as researching, compiling, and summarize a variety of information. Lastly, the Communications Specialist will monitor print and online news to create and distribute industry-related daily news emails and coordinate digital content through posting, maintenance, and monitoring of the LIPA intranet and website.

LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at communicationsjob@lipower.org

In addition to your resume, all applicants are also required to submit the following documents:

- ❖ Draft press release or business letter to a constituent or stakeholder
- ❖ Presentation you have created

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