



# Communications Assistant

## 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 clean, lean, 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. Familiarity with Adobe Photoshop, Constant Contact, Word Press, and Content Management Systems
- ❖ Excellent verbal, communication, and writing skills with exceptional detail to spelling, grammar, and style guidelines
- ❖ Ability to manage multiple projects simultaneously, multitask, prioritize, organize, and lead
- ❖ Ability to maintain confidentiality of information and manage time efficiently
- ❖ 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 Assistant 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, Communications, and External Affairs 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 Assistant is responsible for writing, creating, and proofreading external and internal communications materials including presentations, reports, letters, customer and stakeholder correspondence, email blasts, press releases, educational material for public dissemination, internal newsletters, and other communicative pieces. This position will liaise with graphic designers and other vendors to design materials and oversee the development process which includes tracking and ensuring edits are made. This position will also coordinate and assist in the preparation of materials for Board of Trustee meetings, public hearings, and other public and/or virtual events to vet materials and ensure stylistic consistency.

Additional responsibilities include tracking short-term and long-term project status and deliverables, maintaining media and stakeholder distribution lists, ensuring organizational adherence to the company's style guide by reviewing and copy-editing materials, as well as researching and summarizing a variety of information. This position will also assist with preparing responses to media inquiries and regularly monitor and analyze the LIPA brand and reputation, and maintain a database of news articles, press releases, photos, graphics, icons, infographics, and videos. Lastly, the Communications Assistant will monitor and print online news articles to curate 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](mailto: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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