



Public Information Officer

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

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a values-driven organization important to you?

If yes, please check us out!

Who We Are

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.

To find out more about us, please visit our website www.lipower.org

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:

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No employee contribution to dental and vision insurance
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ 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 Need

- ❖ Bachelor's degree in English, Public Relations, Journalism, or Communications
- ❖ Minimum of five (5) years of progressively responsible relevant work experience within a government unit, legislative organization, communications and public relations firm or the equivalent; and experience with business writing, corporate affairs, communications, and media relations.

LIPA's Corporate Values

Service: Our work is service. Everything we do is for the benefit of our customers.

Collaboration: Operate as one LIPA team. Everyone is included.

Excellence: One plan, with relentless implementation. Clear performance goals.

What You'll Do At LIPA

The Public Information Officer assists in fulfilling LIPA's purpose of providing clean, reliable, and affordable electric service to our customers on Long Island and the Rockaways by representing LIPA in communications, as well as providing project management and technical expertise in formulating and implementing effective communication strategies and messaging.

Other Essential Job Functions include:

- ❖ Manage internal and external communications and initiatives, ensuring accuracy and timeliness in the execution of LIPA's communications strategies.
- ❖ Serve as project lead and manager of communications projects, developing and implementing communications programs and campaigns, and handling media inquiries and understanding media coverage sentiment.
- ❖ Develop recommendations for communications strategies to enhance the understanding and image of LIPA.
- ❖ Write, edit, and manage the production of content for a variety of external publications and channels, including but not limited to, company reports, press releases and media advisories, stakeholder emails, website content, social media, and presentations – with an eye toward consistency of messaging, style, and tone, and with timing and placement geared toward maximum exposure.
- ❖ Manage the production of internal communications materials and initiatives that will foster employee morale, including monthly staff emails and quarterly employee newsletters.
- ❖ Field and manage media inquiries and prepare official responses, including information, background, and company statements.
- ❖ Prepare and maintain an Executive Officer Events Calendar that includes attendance and attendees at upcoming conferences, speaking engagements, honors, and awards, and coordinate materials and staffing support, as necessary. Write and edit senior staff talking points, correspondence, and bylined articles.
- ❖ Monitor news media; curate and distribute daily news clips.
- ❖ Provide communications and writing support to other departments on additional projects and key initiatives as needed.
- ❖ Manage the preparation and planning of public hearings and other public events.
- ❖ Support LIPA departments to help create content for presentations, as well as prepare staff for speaking engagements.
- ❖ Manage and ensure compliance with the service provider's corporate communications and marketing efforts under the reformed contract and assist in oversight and vendor management activities.
- ❖ Assist in working with transmission and distribution and service teams to develop, maintain, and implement tools to communicate during emergencies and other unusual situations.
- ❖ Performs other duties and projects, as assigned.

Knowledge & Skills

- ❖ Possesses and demonstrates exceptional judgment in handling sensitive, confidential, and politically nuanced information.

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- ❖ Exercises sound decision-making with awareness of reputational risk and stakeholder impact.
- ❖ Consistently models discretion, ethical behavior, and professionalism when engaging with internal and external stakeholders.
- ❖ Ability to recognize when issues require escalation and to do so promptly and appropriately.
- ❖ Confident communicator and presenter. Excellent verbal communication and high-level and technical writing skills with exceptional attention to detail in spelling, grammar, and editing.
- ❖ Advanced computer skills: Microsoft Word, PowerPoint, Excel, and Outlook.
- ❖ Ability to effectively manage, multitask, prioritize, and organize.
- ❖ Proven ability to build trusting partnerships across departments, senior leadership, and with external stakeholders and media partners.
- ❖ Demonstrates high transparency, keeping leadership and colleagues appropriately informed and aligned.
- ❖ Works collaboratively in a fast-paced, performance-focused organization with a service-provider operational model.
- ❖ Actively seeks input, shares information, and promotes a culture of open communication and teamwork
- ❖ Exceptional time management, organizational, and project management skills to communicate across multiple departments, handle multiple projects simultaneously, execute tasks with accuracy and efficiency, and meet deadlines.
- ❖ Ability to work effectively in a constantly changing and sometimes ambiguous environment, make decisions quickly, manage simultaneous projects, and work with many departments.
- ❖ Familiar with collaboration and virtual communication and project management tools (e.g., Microsoft Office/Teams, Zoom, Smartsheet).

Salary Range: \$122,000 - \$150,000

LIPA is an equal-opportunity employer; all people with disabilities are encouraged to apply.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Senior Advisor for Human Resources and Administration, at 2025publicinfoofficer@lipower.org by **December 12, 2025**.

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