



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 21 – 040**

**Opening Date: 04/27/2021**

**Closing Date: 05/10/2021**

<b>POSITION TITLE:</b>	<b>Corporate Communications &amp; Media Specialist</b>
<b>DEPARTMENT:</b>	<b>Administration Office</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$37,756.00 - \$45,122.00 per annum, Exempt</b>
<b>CONTRACT:</b>	<b>Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Executive Director or his/her designee. This individual will utilize their skills in writing, editing, social media and corporate communication to enhance and improve as well as advance CUC's communication to the public and media. The ideal candidate will insist on the highest standards, understanding of the corporation's values, dive deep into details, has a strong bias for action and sense of ownership, extract information to find commonalities between projects, and be able to multitask on various projects. This individual will keep their composure in fast-moving situations, be able to quickly get up to speed on complex issues, that involve the consumers, employees, and from time to time how matters relate from a government perspective. The role would suit a detail-orientated people person with a passion for storytelling and writing.

### Duties:

There are three (3) areas of responsibilities this individual will have to be responsible for and they are as follows:

- **Corporate Communications**
  - Provides high-quality writing, formatting, and proofing support of a variety of content.
  - Prepares press releases and public advisories and collaborates closely with the PIO and the Executive Director prior to sharing the information with parties involved.
  - Coordinates meetings and corporate email communications relating to public information sharing and/or media publications to include social media.
  - Assists with the coordination and communication of internal and external events as needed.
  - Maintains and promotes communications by corporate standards, processes, and policies internally.
  - Monitors and tracks project deliverables and deadlines.
  - Responsible for compiling and formalizing reports for the corporation under the direction of the Executive Director of his/her designee.
- **Employee Relations Communication**
  - Craft and execute strategic internal communication plans for new programs, policies, procedures and changes.
  - Manage and support crisis communications.
  - Improve processes with new ideas and tools that are shared to all divisions within the Corporation.
- **Social Media Initiatives**
  - Grow and maintain our social presence through active social listening and consistent brand messaging.
  - Manage daily, weekly, and monthly social media plans in support of major organizational objectives.
  - Use data to develop a social media strategy, identify trends, provide insight, and execute recommendations to grow all of our social channels and engagements.
  - Work with HR to optimize social media for recruiting efforts. Plan content and ad campaigns to generate employment opportunity awareness.

### Required Qualifications:

- Bachelor's degree in Communications, Journalism, Public Relations, Digital Media, Marketing or related field.
- A minimum of 3+ years' experience working in a corporate communications position.
- 2+ years of social media experience and a demonstrated track record of success.
- Must have excellent writing and editing skills with the ability to communicate clearly and effectively with internal and external clients.
- Excellent time-management and organizational skills with strong attention to detail.
- Possess a strong understanding of effective business communications techniques.
- Proficient in implementing internal communications technologies and strategies.
- Experience working within cross-functional teams.
- Advanced level computer aptitude in Microsoft Word, Excel, PowerPoint, and Outlook.
- Advanced experience with Facebook and LinkedIn.
- Strong analytical, organizational, and prioritization skills, including general business processes and management.
- Demonstrated ability to be creative and think out-of-the-box to develop results-oriented, strategic plans.
- Proven professional verbal and written communication skills.

**P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950**

**Tel: (670) 664-4282 • Fax: (670) 235-5131**

**CUC is an Equal Opportunity Provider and Employer.**

- Experience building robust communications programs and delivering results.
- Experience developing relevant content for a diverse, remote, and mobile workforce.
- Experience creating metrics to measure communication effectiveness, reach, and engagement.
- Comfortable dealing with ambiguity and able to form a cohesive and effective outcome from potentially incongruous facts (or lack thereof) and individual perspectives.

**Preferred Qualifications (if Applicable):**

- Soft Skills:
  - Proactive, self-motivated working style.
  - Must be able to work occasional extra hours
  - Must be able to work on/direct multiple projects at one time without direct supervision and be able to handle deadlines, confidential information and interruptions in the work process.
  - Must be able to multi-task, handle deadlines and confidential information.
  - Must be able to work well with various levels of employees, cross-functional team members and diverse cultures.

**Physical Demands and Work Environment:**

- Generally, an office/desk position using a computer and telephone.
- Occasionally required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Minimum Requirements:**

**Education:** Bachelor Degree Journalism, Public Administration or related field and 4 years of related public information experience. Proficiency in multiple languages (such as legally recognized language in the CNMI: English, Chamorro and Carolinian) is a plus.

**Knowledge of:** Applicable Federal, Commonwealth State and local laws, codes, regulations and/or ordinances; Public relations principles and techniques; Communication methods; Media relations principles, Customer relations principles; Modern Office Technology.

**Skills in:** Interpreting and applying Federal, State, and/or Local laws, codes, rules, regulations and standards; serving as a public information liaison and representative to the community; Planning, coordinating and disseminating public information; Determining information needs and promoting and educating the public; Preparing news releases, communications content, articles and collateral materials; Listening and responding to inquiries and effectively conveying information; Utilizing critical thinking and social perception to identify issues; Researching and preparing recommendations and responses; Designing and implementing programs and events; Measuring effectiveness of program delivery for future enhancements; Gathering and maintaining communication materials and information; utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

- **Licensing:**
  - Valid CNMI Driver’s License with appropriate class.

All applicants may be tested and all applicants are subject to pre-employment drug test.

**How to Apply:** Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org)