

The Kentucky Chamber of Commerce has an opening for a Communications Manager within its Public Affairs department to assist in its advocacy efforts on behalf of its member companies. Applicants are encouraged to submit resumes prior to July 28, 2010. For consideration, please email your cover letter and resume, along with references and salary requirements to bsunderland@kychamber.com. No phone calls please. EOE

Kentucky Chamber of Commerce Communications Manager, Public Affairs

SUMMARY

Communications professional with the ability to develop and implement a proactive media strategy to assist in the Kentucky Chamber's advocacy efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor relevant news daily (traditional print and electronic), look for opportunities to comment via op-eds, letters-to-the-editor, Twitter, follow-up articles, etc..
- Develop and implement a proactive media strategy for public affairs department to communicate with the Chamber's three primary constituencies – Members, public officials and the general population. Work with each member of the policy staff to generate timely, appropriate messages for each constituency.
- Update and maintain Public Affairs section of Web site. Develop relevant content for KCCE Web site to improve advocacy offerings to local chambers. Coordinate with Kentucky Chamber of Commerce Executives (KCCE) President.
- Coordinate Political Education and PAC communications with Manager of Political Affairs.
- Utilize traditional and new media to proactively disseminate our message in coordination with the Communication Manager and VP, Public Affairs.
- Utilize electronic communications tools daily in coordination with Communications Manager and VP, Public Affairs. Create an online policy and advocacy dialogue with Web-based communication tools, the Chamber blog, Twitter, Facebook, LinkedIn, etc.

Additional duties during legislative sessions:

- Compile and distribute weekly legislative reports.
- Assist in maintaining legislative tracking information.
- Document Public Affairs activities at the Capitol through blog entries, photography and videos.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

Should possess a Bachelor's degree (B.A.) from an accredited four-year college or university; at least two years of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must have a valid driver's license.

OTHER SKILLS AND ABILITIES

Individual must have excellent research and writing skills and necessary computer skills. Effective verbal communications skills are also required.

TRAVEL

Travel to meetings and conferences are often encouraged and may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.