

Posting Job Title	Public Affairs Specialist
Requisition #	114427BR
Location	United States - Missouri - Kansas City
Area of Interest	Public Relations/Publicity
Position Type	Full Time
Posting Job Description	<p>PURPOSE STATEMENT: This full-time position is responsible for serving as a liaison between Time Warner Cable and its customers and the community.</p> <p>The public affairs specialist will develop community partnerships and implement public relations activities</p> <p>The public affairs specialist manages public affairs databases and customer correspondence and coordinates customer-driven community events.</p> <p>The position also helps develop and coordinate event opportunities.</p> <p>REPORTING RELATIONSHIP: Director of Public Affairs</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ol style="list-style-type: none"> 1)Identify opportunities to promote the brands and enhance awareness of product & services. 2)Maintain strong base of influential relationships with local leaders, non-profit and for-profit organizations. 3)Develop and execute a plan for establishing TWC as a leader in the local community through innovative partnerships with non-profit partners and sponsorship of special events that respond to local needs. 4)Deliver presentations to customer/community groups on topics such as TWC products/services and the company's new philanthropic focus issue. 5)Attend public functions as a representative of Time Warner Cable. Events may occur during the evening or on weekends. 6)Manage and promote employee volunteer programs. 7)Serve as a customer liaison for the company and address related constituent needs of local and state government officials. 8)Track and manage all written customer correspondence and compile quarterly reports, as required. 9)Coordinate and manage GIFTS program and database to record company's monetary and in-kind giving for Nebraska location. 10)Write communication plans and other materials as needed in the development of internal and external projects. 11)Prompt and regular attendance. 12)Other duties as assigned by management. <p>HUMAN RELATIONS: Must be able to work well with customers, co-workers, government officials, and community leaders and represent Time Warner Cable in a professional manner. Position may supervise a summer intern.</p> <p>EDUCATION/EXPERIENCE REQUIREMENTS:</p> <ul style="list-style-type: none"> •Bachelor's degree in public relations, journalism, or education preferred. •3-5 years experience in customer service, public relations, or communications. •Experience in public speaking a plus. •Must have strong community perspective. •Must have demonstrated project management ability, be results orientated, and

have the ability to multitask while meeting deadlines.

SPECIAL SKILLS, KNOWLEDGE AND ABILITIES:

- Applicants must have outstanding organizational skills.
- Applicants must have good oral and written communications skills and pay close attention to detail.
- Proficient in Microsoft Word, Excel, Access and Publisher.

PHYSICAL REQUIREMENTS:

- Must be able to lift 50 lbs.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THE JOB

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