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### **JOB SUMMARY**

Corporate Resources team is seeking an experienced Communications & Engagement (C&E) Senior Manager to support the expansion of communications and engagement activities with a focus on local employee and community touchpoints with our corporate headquarters located in Hattiesburg, Mississippi. This is an excellent opportunity to gain experience working on a wide range of initiatives for a fast-growing company that prides itself on investing in people that have the passion to help build best-in-class businesses.

### **KEY FOCUS AREAS**

- Responsible for planning, developing, executing and managing external communications & special events on behalf of, the client, with communications-related functions such as event planning, press releases, media inquiries, web content and social media.
- Manage strategy and oversee content creation for enterprise-wide internal engagement, in order to enhance portfolio company employee engagement with the client and strengthen overall culture, with initiatives such as the quarterly Huddle, Leadership Academy, intranet (Yammer), employee newsletter, special events, and other future internal communication channels and tools.
- Partner with Corporate Resources' department leaders (accounting, benefits, IT, legal, HR, etc.) to champion best-in-class employee experiences in areas such as onboarding, training, benefits & wellness programs, employee feedback, and other business processes that can be optimized for enhanced ease of use, improved information accessibility/clarity/depth, or otherwise employee satisfaction.

### **COMPANY OVERVIEW**

The client began as a family business with a simple mission: to help communities, provide jobs and enhance lives. Today, the client carries on that mission by being a growth oriented, value added capital partner to businesses and management teams that share our common values and vision for long term, sustainable growth that benefits all stakeholders – customers, communities, employees and shareholders.

The client currently owns a growing portfolio of businesses located across the U.S. In addition to identifying and pursuing new investments, Jones provides strategy and oversight for each of our portfolio companies in order to help optimize performance and growth. The client is supported by a group of dedicated and talented individuals within the Corporate Resources (CR) group who manage functions such as communications, information technology, accounting, and human resources.

## **REQUIREMENTS**

- Candidates must have a Bachelor's degree (Communications, Public Relations, Marketing or related field preferred) and a minimum of 7 years of professional experience
- Familiarity with corporate event planning and strategic sponsorships/partnerships
- Strong aptitude for project management, including researching, planning, organizing, directing and implementing communication projects
- Strong bias to action and able to operate autonomously with shifting priorities
- Comfortable and confident in providing consultative skills to all levels, including the most senior company management
- Ability to understand our organization and how to package information into audience-resonating communications
- Strong work ethic and adherence to the clients Core Values

## **KEY COMPETENCIES**

- Strong listener, collaborative, diplomatic, and consultative
- Ability to self-initiate and execute responsibilities
- Creative, energetic, and likes to have fun
- Able to demonstrate sound judgment even in ambiguous or stressful situations.
- Superior writing and editing skills with high professional standards
- Ability to multi-task, managing and prioritizing a variety of projects with firm deadlines
- Flexible, has a sense of humor and is adaptable to change.
- Has a sense of urgency, proactive approach, ability to thrive in a fast-paced environment
- Advanced proficiency in MS Office, PowerPoint, SharePoint. Experience with MS Teams and Yammer, a plus