



AETNA - Internal Communications and Events Manager

Job Group:	Management
EEO Statement:	Aetna is an Equal Opportunity, Affirmative Action Employer
Req#:	39018BR
Primary Location:	FL-Sunrise
Locations:	FL-Sunrise
Percent of Travel Required:	0 - 10%
Potential Telework Position:	No
Full or Part Time:	Full Time
Supervisory:	No

Job Description

POSITION SUMMARY

This is a writing role. There are event coordinator aspects to this position but primarily, this is a writing role.

Plans and manages the development, implementation and ongoing maintenance of projects related to internal communications, employee engagement, workplace culture and community relations.

- Will be responsible for writing employee communications and plans while producing content (articles, videos, photos) for intranet site
- Will plan and manage internal activities that support workplace culture initiatives
- Will manage the company's presence at community events - from conception to clean up
- Will promote and support employee involvement in community events

Fundamental Components:

The project manager will assist with state-wide internal communications and workplace culture initiatives. The person will identify topics and write articles that inform and connect employees in meaningful ways, help promote employee engagement and positively impact morale. The project manager will oversee the daily content, design and further development of the markets internal social media website. The person will write articles and develop content tailored to multiple, diverse audiences and develop and manage effective relationships with subject matter experts, including senior leadership to ensure that information is current, accurate and aligned with the markets strategic initiatives. In addition, the project manager will coordinate logistics for internal events, such as awards celebrations.

The project manager will also play a key role in planning and managing community outreach and charitable giving initiatives. The person will help identify opportunities for employee volunteerism within the community, plan and manage internal fundraising campaigns and donation drives and coordinate all aspects of event sponsorships, including day of logistics, event setup/take-down and ordering promotional items, marketing collateral and other items as necessary.

The project manager will also perform various administrative duties to support vendor payment, the departments charitable giving and sponsorship activities and maintain adequate office supplies.

BACKGROUND/EXPERIENCE desired:

- Excellent verbal and written communication skills required
- Demonstrated experience writing human interest stories and business articles required
- Ability to work in a fast-paced environment with multiple priorities required
- Ability to work independently is required

Proven track record meeting project dates is a plus

EDUCATION

The minimum level of education desired for candidates in this position is a Bachelor's degree or equivalent experience.

FUNCTIONAL EXPERIENCES

- Functional - Communications/Employee communications/4+ Years
- Functional - Communications/Public Affairs - Trade Shows, special events/4+ Years
- Functional - Marketing/Promotional and collateral materials/1+ Years
- Functional - Communications/Communication Development - Executive level presentations/1+ Years

TECHNOLOGY EXPERIENCES

- Technical - Desktop Tools/Microsoft PowerPoint/4+ Years/Power User
- Technical - Desktop Tools/Microsoft Word/4+ Years/End User
- Technical - Desktop Tools/Microsoft Outlook/4+ Years/End User
- Technical - Multimedia/Adobe Photoshop/4+ Years/Power User

REQUIRED SKILLS

- General Business/Communicating for Impact/ADVANCED
- General Business/Ensuring Project Discipline/ADVANCED

DESIRED SKILLS

- Leadership/Collaborating for Results/FOUNDATION
- Leadership/Creating Accountability/FOUNDATION

ADDITIONAL JOB INFORMATION

Aetna is about more than just doing a job. This is our opportunity to re-shape healthcare for America and across the globe. We are developing solutions to improve the quality and affordability of healthcare. What we do will benefit generations to come.

We care about each other, our customers and our communities. We are inspired to make a difference, and we are committed to integrity and excellence.

Together we will empower people to live healthier lives.

Aetna is an equal opportunity & affirmative action employer. All qualified applicants will receive consideration for employment regardless of personal characteristics or status. We take affirmative action to recruit, select and develop women, people of color, veterans and individuals with disabilities.

We are a company built on excellence. We have a culture that values growth, achievement and diversity and a workplace where your voice can be heard.

[Apply online](#)

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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