

## **Public Relations Administrator**

**Full-time benefits eligible position, typically Monday – Friday from 8 am -5 pm**

Implements corporate public relations and communications programs. Serves as a spokesperson for the corporation to the community, industry, political establishments, and the membership concerning the system's needs, plans and accomplishments. Organizes, plans and assists in conducting the Annual Meeting of the Members and preparing of the Company Annual Report; administers programs involving scholarships, youth tour, leadership camps, food drives, etc; responsible for publications, information for directories, provides writing and editing support; helps maintain corporate image, represents the company at meetings of civic, industry, economic development and community organizations; coordinates Relay for Life Campaign, Angel Tree and Project Star Programs, American Red Cross Drives; compiles and maintains historical information regarding the company; etc.

A four-year undergraduate degree, preferably in Journalism or Communications is required along with a high degree in communicating both the written and spoken word.

Competitive salary and benefits including health, dental, vision, life insurance, Health Savings Account, 401K, PTO, etc.

Please complete an employment application by 5:00 pm, October 6, 2022.  
[www.skybest.com/careers](http://www.skybest.com/careers)