



## **Grants Systems Administrator (ASY2)**

### **Job# 80004070**

#### **Typical Responsibilities:**

This position will be in the Community Investment group within Southern California Edison's (SCE) External Affairs Business Unit. The successful candidate will be responsible for developing, launching and maintaining a more automated approach for collecting, vetting, and responding to grant requests, in-kind donations, sponsorship requests and year-end reports.

Typical responsibilities will include:

- Working with external vendors and key stakeholders to gather information needed to analyze and evaluate existing or future grant making systems and data as well as research, plan, install, configure, troubleshoot, maintain and upgrade the current grant making system, GIFTS, as needed.
- Preparing detailed flow charts and diagrams outlining systems capabilities and processes.
- Processing, distributing and tracking grant and sponsorship payments and contractual agreements given to community-based organizations.
- Working directly with key stakeholders across the company (e.g. IT, SAP Subject Matter Experts, Accounts Payable) to ensure connectivity and compatibility between GIFTS and companywide systems.
- Developing key philanthropic reports and presentations as needed by the Director of Philanthropy and Community Investment or the Community Investment Manager.
- Developing and distributing Community Investment presentations, reports, contracts and transmittal letters as well as writing and maintaining key system documentation.
- Maintaining the security and confidentiality of the information being processed, stored or accessed in GIFTS and SAP.
- Developing training materials and facilitating training of personnel from other business units that are required to process philanthropic grant requests.
- Maintaining a safety conscious work environment by following Edison safety protocols and safe work practices.
- Performing other responsibilities and duties as assigned.

#### **Basic Qualification:**

- Must have experience acting as the administrator of a grant making system, performing duties such as leading the research and analysis of system parameters, defining system requirements, and recommending updates and changes to the system.

### **Job Requirements:**

- Bachelor's degree in Information Systems or related field or an equivalent combination of formal education, training, and experience.
- Typically possesses five or more years of experience defining system requirements, project scope, and performing cost benefit analysis.
- Demonstrated experience developing and distributing presentations, reports, contracts and transmittal letters as well as writing and maintaining key system documentation in a grant environment.
- Demonstrated experience processing, distributing and tracking grant and sponsorship payments and contractual agreements given to community-based organizations.
- Demonstrated experience identifying requirements, defining scope, performing cost benefit analysis, and developing conceptual specifications to address complex business issues and problems.
- Demonstrated experience leading and conducting analysis and research of new technologies and recommending appropriate alternatives in regards to grant making systems, such as GIFTS.
- Demonstrated experience writing technical instructions in the use of programs and/or program modifications.
- Demonstrated experience communicating technical guidance and instruction to non-technical audiences regarding system use.
- Demonstrated experience leading and/or participating on cross-functional teams to ensure connectivity and compatibility between assigned systems and related companywide systems.
- Demonstrated experience gathering, analyzing and providing recommendations on large volumes of data.
- Demonstrated ability to develop reports, charts and presentations.
- Demonstrated ability to investigate and analyze information and to draw conclusions.
- Demonstrated ability to learn and support new hardware, software and operating systems.
- Demonstrated experience using Microsoft Word, Excel, PowerPoint, Access, Visio, and Project.
- Demonstrated ability to follow Edison safety protocols and safe work practices.
- Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.

- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.

**Comments:**

- Additional testing may be required as part of the selection process for this position.
- Edison International and Southern California Edison reserve the right to close or cancel a posting at any time.
- Edison International is an Equal Opportunity Employer.
- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.



## **News Room Editor (CMS2)**

### **Job# 80004639**

#### **Typical Responsibilities:**

This position will be in the Corporate Communications division within Southern California Edison's (SCE) Corporate Center Business Unit (CCBU). The successful candidate will manage Edison International (EIX) and SCE Corporate Communications newsroom content (e.g., press releases, fact sheets backgrounders, web content, video, and photography) and copy desk functions. The successful candidate will also ensure editorial web content protecting brand image and reputation management with internal and external stakeholders.

#### **Typical responsibilities will include:**

- Planning and long-range calendaring of media relations web content, including press release and talking point development activities in support of customer service interruptions/outages and emergency/crisis communications to external audiences.
- Analyzing news and breaking news content drawing independent conclusions about issues and trends that impact the brand and its business goals, issues most relevant to the company's officers and executives.
- Developing an effective communications network of web-based communicators in the key general market media, organizations, and community leaders.
- Identifying and promoting company news and corporate issues of particular interest to general and ethnic markets.
- Assisting and/or leading communications strategies and media plans to support major corporate initiatives.
- Developing and editing web-based news content for general market news agencies re: strategic corporate initiatives, programs, services.
- Maintaining a safety conscious work environment by following Edison safety protocols and safe work practices.
- Working in a 24/7, on call environment.
- Performing other responsibilities and duties as assigned.

#### **Basic Qualification:**

- Must have a minimum of three years of experience developing communication materials utilizing various communication vehicles.

## **Job Requirements:**

- Bachelor's Degree in Journalism, Communications or an equivalent combination of education, training, and experience.
- Typically possesses three or more years of experience developing communication materials utilizing various communication vehicles.
- Demonstrated experience supporting the formation, development, and implementation of external and web communications tools, strategies, and tactics that provide the company with a competitive and service advantage through the use of earned media.
- Demonstrated experience in developing long-range news content calendaring in the planning and implementation of specialized web-based communications projects and materials.
- Demonstrated experience writing persuasive copy for company programs, concepts, and strategies for internal and external stakeholders.
- Demonstrated ability to communicate effectively during high-level presentations and when assisting senior managers and client organizations communicators on specific web-based communication projects and issues.
- Demonstrated experience articulating and simplifying complex technical concepts and strategies.
- Demonstrated ability to exercise prudent judgment involving issues of a sensitive or controversial nature.
- Demonstrated proficiency with and experience conforming to AP style to create press releases and edit written communications.
- Demonstrated experience with Microsoft Word, Excel, and PowerPoint.
- Demonstrated ability to follow Edison safety protocols and safe work practices.
- Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.
- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.
- Must be able to work in a 24/7, on call environment.

## **Comments:**

- Additional testing may be required as part of the selection process for this position.
- Edison International and Southern California Edison reserve the right to close or cancel a posting at any time.
- Edison International is an Equal Opportunity Employer.
- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.



## **Manager, News Bureau (MGR2)**

### **Job# 80004255**

#### **Typical Responsibilities:**

This position will be in the Corporate Communications division within Southern California Edison's (SCE) Corporate Center Business Unit (CCBU). The successful candidate will manage media relations activities for the organization.

#### **Typical responsibilities will include:**

- Managing proactive and reactive media relations and assigning work to team according to areas of responsibilities.
- Proactive to include thought leadership work tied to conference support, publication plans around key pieces of research or opinion pieces, and media related to speaking tours.
- Overseeing editorial calendar development and execution to ensure steady drumbeat of positive news coverage.
- Developing an effective communications network of key general market and ethnic media contacts, organizations and community leaders.
- Developing the communications strategy of the critical industry and corporate issues facing the company.
- Identifying and promoting company news and corporate issues of particular interest to general market and ethnic audiences.
- Managing and developing long-term communications strategies and media plans to support major corporate initiatives and effectively present them to management.
- Manage the develop media strategies and tactics to inform and educate all customers of the company's involvement in their communities and the Edison services and programs available to them.
- Managing and leading a staff responsible for story development and conducting media briefings for general market and ethnic news agencies regarding strategic corporate initiatives, programs and services.
- Providing direction and coordinate activities with and between the company-contracted ethnic public relations agencies to maximize promotion of corporate participation in ethnic communities.
- Managing employee performance by establishing performance expectations and goals which align with company objectives, safety policies and procedures.
- Developing employees by providing timely feedback, coaching and support.
- Making or recommending appropriate pay and rewards/recognition.
- Creating and maintaining a safety conscious work environment by leading and influencing others to follow Edison safety protocols and safe work practices.
- Performing other responsibilities and duties as assigned.

**Basic Qualification:**

- Must have a minimum of three years of experience managing multiple media relations work streams, including crisis communications or news bureau type activities.

**Job Requirements:**

- Bachelor Degree in applicable profession, business, or technical discipline or an equivalent combination of education, training, and experience.
- Typically possesses five or more years managing or supervising a professional media relations staff.
- Demonstrated experience managing and leading a staff responsible for story development and conducting media briefings for general market and ethnic news agencies regarding strategic corporate initiatives, programs and services.
- Demonstrated experience with strategy and leadership in crisis communications, including experience using social media in crisis.
- Demonstrated experience developing and implementing strategic media relations plans that have a large impact on an organization and prioritizing strategic initiatives.
- Demonstrated proficiency with and experience conforming to AP style to create press releases and edit written communications.
- Demonstrated experience managing media relations activities, including traditional media, long-lead proactive media, and crisis communications.
- Demonstrated experience managing relationships with outside public relations agencies as well as print and broadcast media, and their on-line platforms.
- Demonstrated experience providing strategic media relations counsel to company spokespersons and executives.
- Demonstrated experience executing broad media relations policies and strategies with staff and other business units.
- Excellent leadership, oral and written communication skills are essential in addition to providing supervision to a staff including counseling, training, team development, salary administration, selection and/or approval of selected personnel; performance/results-oriented; resource management.
- Demonstrated ability to create and maintain a safety conscious work environment.
- Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.
- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.

- Must be able to work in a 24/7, on call environment for media, staff, PIO and IC responsibilities.

**Comments:**

- Additional testing may be required as part of the selection process for this position.
- Edison International and Southern California Edison reserve the right to close or cancel a posting at any time.
- Edison International is an Equal Opportunity Employer.
- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.





## **Manager, Social Media (MGR2)**

### **Job# 80004254**

#### **Typical Responsibilities:**

This position will be in the Corporate Communications division within Southern California Edison's (SCE) Corporate Center Business Unit (CCBU). The successful candidate will manage and provide daily oversight to all activities involving interactive digital/social media including web site content.

#### **Typical responsibilities will include:**

- Establishing and driving business strategies on the web and towards social media and ensures proper processes are in place.
- Providing internal support for all communications and ensures company-wide standards are used for all social media, including client/customer facing materials.
- Defining and validating main internet audience through social media dynamics.
- Collaborating with internal communications to develop administrative technology for channels where information can easily input and posted to develop use of social media.
- Pursuing and providing new technologies to improve efficiency and effectiveness of intranet.
- Researching, preparing and producing electronic media (computer interactive CDs, interactive websites, audiovisual, film, video) for social media and other communicative purposes for both internal and external audiences.
- Consulting with and managing staff to collaboratively determine appropriate medium, product concepts, production, and interactive/digital media tools including scriptwriting, location scouting, shot selection, video shooting, tape logging, music and sound effect selection, computer graphics, animation, digital effect creation, final editing and distribution plans.
- May act as liaison with vendors ensuring scheduling, costs and quality requirements are met.
- Managing employee performance by establishing performance expectations and goals which align with company objectives, safety policies and procedures.
- Managing and overseeing corporate environments in using online social media tools such as Facebook, Twitter, YouTube and similar social media platforms.
- Developing employees by providing timely feedback, coaching and support.
- Creating and maintaining a safety conscious work environment by leading and influencing others to follow Edison safety protocols and safe work practices.
- Performing other responsibilities and duties as assigned.

**Basic Qualification:**

- Must have a minimum of three years of experience managing or leading all forms of social media including interactive and digital website content.

**Job Requirements:**

- Bachelor Degree in applicable profession, business, or technical discipline or an equivalent combination of education, training, and experience.
- Typically possesses five or more years managing or leading an organization.
- Typically possesses five or more years of experience in communications, public relations and/or marketing.
- Demonstrated experience planning and directing the production of digital, multimedia, and social media tied to the operations of a company.
- Demonstrated experience managing or leading team responsible for producing interactive/digital media tools to include scriptwriting, location scouting, shot selection, video shooting, tape logging, music and sound effect selection, computer graphics, animation, digital effect creation, final editing and distribution plans.
- Demonstrated experience developing and implementing strategic media relations plans that have a large impact on an organization and prioritizing strategic initiatives.
- Demonstrated proficiency with and experience conforming to AP style to create press releases and edit written communications.
- Demonstrated experience in establishing a social media function.
- Demonstrated experience managing or leading media relations activities, including traditional media, social media, long-lead proactive media, and crisis communications.
- Demonstrated experience managing relationships with outside public relations agencies as well as print and broadcast media, and their on-line platforms.
- Demonstrated experience providing strategic communications counsel to senior management and executives including various interactive digital/social media and web content.
- Demonstrated experience managing or overseeing corporate environments in using online social media tools such as Facebook, Twitter, YouTube, blogs and other social media platforms.
- Excellent leadership, oral and written communication skills in addition to providing supervision to a staff including counseling, training, team development, salary administration, selection and/or approval of selected personnel; performance/results-oriented; resource management.
- Demonstrated experience using Microsoft Word, Excel, PowerPoint, Access, Visio, and Project.
- Demonstrated ability to create and maintain a safety conscious work environment.
- Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage

risks appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.

- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.
- Must be able to work in a 24/7, on call environment for media, staff, PIO and IC responsibilities.

**Comments:**

- Additional testing may be required as part of the selection process for this position.
- Edison International and Southern California Edison reserve the right to close or cancel a posting at any time.
- Edison International is an Equal Opportunity Employer.
- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.