

Manager, Public Affairs

The Manager of Public Affairs will provide internal and external communications support for the World Service business, which provides extraordinary care to our customers throughout the world. The primary responsibilities for this position are:

- Help shape our robust World Service employee communications program, including drafting executive communications and intranet updates and overseeing face-to-face communications (town halls, employee communications)
- Develop innovative ways to communicate with our employees around the world, leveraging new and social media to create a dialogue and help motivate and inspire them
- Provide public relations support for World Service, including serving as liaison with PR firm and service sites on various initiatives

Required Qualifications:

- Excellent verbal and written communications skills
- Experience writing for senior leaders
- Solid public relations skills and ability to work effectively with an outside public relations firm to achieve business goals
- Excellent judgment
- Self-motivated, energetic team player, with proven ability to effectively collaborate with colleagues across the company to support large-scale initiatives
- Ability to work across multiple geographies
- Proven ability to proactively develop new and innovative communications a plus

As someone who sets and achieves big goals, you should be with a high-achieving company and none fit the profile better than American Express! Our focus on progressive employee programs, 1st day benefits, work / life balance and team satisfaction is why we are consistently chosen as one of *Fortune's* Top 100 employers, and as local top ranking in The Great Places to Work Institute. Join a company that achieves results by treating its employees to the best of everything!

Please apply online at www.americanexpress.com/careers and enter Job ID# 123864BR into the keyword field.

American Express is an Equal Opportunity Employer.