

Corporate Communication Coordinator AREVA North America (Nuclear Energy Provider)

The Corporate Internal Communications Assistant will be responsible for coordinating the full breadth of internal communications strategy and services to the AREVA North America organization and its subsidiaries and reporting directly to the Director, Corporate Communications for AREVA Inc.

Primary Duties and Responsibilities:

- * Under the direction of the Director, Corporate Communications, the incumbent develops, executes and evaluates a variety of internal communications strategies, tools, and tactics designed to inform and educate company management and employees.

- * Leads and participates as a member of the AREVA North America communication team to plan and execute meaningful internal communication program and helps create a common culture and align employees with AREVA's management vision, goals and priorities.

- * Ensures internal communication helps to establish visibility of the AREVA North America management team and conveys a clear and shared vision, e.g. business strategies, objectives, accomplishments.

- * Implements communication tools and tactics that foster two-way communication.

- * Leads and improves the U.S. internal communication network for the various AREVA entities (NP, NC, T&D, Canberra, TN, AFS); Manages all aspects internal communication projects and plans, including writing, editing, graphic design, event organization, vendor/consultant services, delivery and evaluation.

- * Works closely with the AREVA parent office in France to ensure coordination and timeliness of communication information and tools.

- * Develops, manages and implements special internal communication projects within AREVA North America and ensures message points and information is consistent with the overarching AREVA North America communication strategy.