

# Job Title: Public Awareness Administrator - Houston, TX

Requisition ID **57347** - Posted - (United States - Texas - Houston) - **Operations**

**Phillips 66 & YOU - Together we can fuel the future**

The **Public Awareness Administrator** will implement a multi-faceted measurable public awareness program as planned and in conjunction with internal/external communications support.

## *Responsibilities May Include*

- Managing the public awareness program.
- Developing material and early enhancements.
- Auditing internally and externally.
- Attending industry meetings (API).
- Acting as subject matter expert on API's RP 1162 (Public Awareness rule).
- Implementing the program to meet code requirements.
- Managing and analyzing metrics-backed communications programs, including web analytics, HTML email reports, reads/opens rates, etc.
- Maintaining external website/resource accuracy and delivers fresh content regularly.

## **Required**

- Legally authorized to work in the job posting country
- Military background or Bachelor's degree
- Ability to travel up to 25% (additional travel may be required at times)
- General working knowledge of pipeline and terminal operations

## **Preferred**

- Bachelor's degree in Public Relations, Journalism, Communications
- 10 or more years of Communications or Public Relations experience
- Intermediate level of proficiency with traditional and digital communication technologies (print, websites, social media, mobile apps, email, etc.)
- 3 or more years of experience in API RP-1162, 49 CFR 192 and 195
- Ability to work with wide latitude for independent judgment and personal responsibility for project implementation and success
- Excellent writing, proofreading and verbal communication skills
- Excellent interpersonal skills and the ability to develop effective collaborative working relationships with internal and external personnel at all levels, and from a variety of disciplines
- Ability to manage multiple projects, deadlines and budget
- Excellent analytical skills to determine key issues, recommend solutions and/or responses, and implement the approved course of action
- Experience using communication measurement tools to gauge effectiveness of communications plans
- Self-motivated to implement plans
- Demonstrated strong organizational skills, with a keen attention to detail

Phillips 66 has more than 140 years of experience in providing the energy that enables people to dream bigger and go farther, faster. We are committed to improving lives, and that is our promise to our employees and our communities. We are sustained by the backgrounds and experiences of our diverse teams, which reflect who we are, the environment we create and how we work together. Our company is built on values of safety, honor and commitment. We call our cultural mindset Our Energy in Action, which we define through four simple, intuitive behaviors: We work for the greater good, create an environment of trust, seek different perspectives and achieve excellence. Phillips 66 was recognized by Forbes as one of "America's Best Employers" in 2021.

Learn more about Phillips 66 and watch our video "Trying New Things" by visiting [phillips66.com/about](https://phillips66.com/about).

## **Midstream**

Phillips 66's Midstream business is a safe, reliable and trusted logistics provider for the movement and storage of liquid or gas energy via pipelines or terminals. We are an industry leader in logistics and operate or manage more than 22,000 miles of pipelines that transport crude oil from oil fields to refineries and finished products from refineries to storage terminals. We

operate 39 terminals that supply finished products to consumer gas stations, as well as crude oil and NGL storage terminals and NGL fractionation facilities. We also provide the connectivity between the various Phillips 66 business units.

### **Total Rewards**

At Phillips 66, providing access to high quality programs and care for you and your family is important to us. Maintaining a culture of well-being — physical, emotional, social, and financial — is essential for a high-performing organization. When we are at our best, we are poised to deliver exceptional results — personally and professionally. Benefits for certain eligible, full-time employees include:

- Annual Variable Cash Incentive Program (VCIP) bonus
- 8% 401k company match, with an additional 0-4% Company 401k contribution based on the Company's financial performance
- Cash Balance Account pension
- Medical, Dental, and Vision benefits with an annual company contribution to a Health Savings Account for employees on HDHP
- Total well-being programs and incentives, including Employee Assistance Plan, well-being reimbursement, and backup family care services

Learn more about Phillips 66 Total Rewards at [hr.phillips66.com/](https://hr.phillips66.com/).

### **To be considered**

In order to be considered for this position you must complete the entire application process, which includes answering all prescreening questions and providing your eSignature on or before the requisition closing date of **April 14, 2023**.

Candidates for regular U.S. positions must be a U.S. citizen or national, or an alien admitted as permanent resident, refugee, asylee or temporary resident under 8 U.S.C. 1160(a) or 1255(a)(1). Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

**Phillips 66 is an EEO and Affirmative Action Employer of Women/Minorities/Veterans/Individuals with Disabilities**