

**MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY
(MDES)
JOB ANNOUNCEMENT**

June 20, 2022
Date

SUBJECT: Job Announcement for Director, Office of Communications

STATUS: Non-State Service (Exclude Code 16)

JOB TITLE: Public Relations Specialist Team Lead

SALARY: \$74,308.36 - \$92,885.45

LOCATION: State Office

COUNTY: Hinds

OPENING DATE: Monday, June 20, 2022

CLOSING DATE: Wednesday, July 6, 2022

JOB DUTIES: The Communications Director is responsible for the agency's brand and image and will identify public information and internal communication needs. The director will provide relevant informational services to the public and internal audiences and will perform news and/or publication writing, graphic and/or website design, photography, videography, and social media work. Will supervise staff within the Office of Communications to ensure accuracy and compliance with laws and regulations, support the agency's mission while encouraging strong growth of each team member, managing the team with varied communications responsibilities, and ensuring that information released is compatible with the overall strategy of the agency. The director is responsible for the development of a cohesive communications strategy, while acting with a sense of urgency to meet time-sensitive deadlines and the flexibility to respond to setbacks and unforeseen circumstances. Initiates projects in conjunction with internal and external partners with a mission of continuous improvement to positively impact the agency's mission. Will conduct long range planning and conduct audits of the office. Effectively communicate with internal and external customers, elected officials, federal agencies, and the media on behalf of the agency as needed. Will represent the agency through public speaking engagements and at functions at the state, regional, and

national levels. Must be available to work in person with the public and with various workforce stakeholders. Position sometimes requires working non-traditional hours. Must be available to work any hours as needed. Will perform other duties as assigned. Travel is required.

APPLICATION: All interested candidates must submit a resume with three references to Laura Ring, MDES Deputy Executive Director, at lring@mdes.ms.gov by the closing date of this job announcement.

EDUCATION: A Master's Degree from an accredited four-year college or university and seven (7) years of experience in work related to the above-described duties, five (5) years of which must have been in a management or supervisory capacity in an area of work related to the functional responsibilities of the office in which the position exists;

OR

A Bachelor's Degree from an accredited four-year college or university and eight (8) years of experience in work related to the above-described duties, five (5) years of which must have been in a management or supervisory capacity in an area of work related to the functional responsibilities of the office in which the position exists.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

Must have strong written & oral communication skills, including speech writing and press releases. Possess a strong professional presentation ability. Must embrace innovation and be adaptive to change and perform successfully under time-sensitive deadlines. Experience in leading teams and coordinating communication for internal and external users.

MDES IS AN EQUAL OPPORTUNITY EMPLOYER.
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST.