

We're hiring a Public Relations Specialist

About the Agency:

At the Mississippi State Personnel Board, we work each day to recruit and retain public servants who are committed to helping the people of Mississippi. We serve state employees and job seekers and strive to help state agencies achieve their missions through their employees.

About the Position:

As a public relations specialist, you will serve as a vital member of MSPB's team as we enhance our communication strategy to reach our internal and external stakeholders in innovative ways. Your primary responsibility will be to serve as an executive liaison between our executive director, board members, and legislative advisors. You will handle all administrative tasks related to monthly board meetings. You will report to the communications director and be the voice of the agency on social media platforms to elevate our internet presence with creative content that is well-crafted and fits our brand. You will also assist with special projects and events.

What You'll Need to be Successful:

- excellent writing and editing skills
- a keen eye for detail
- the ability to determine stakeholder needs and translate them into creative content ideas
- an understanding of brand consistency
- experience in developing cohesive content across multiple platforms
- basic graphic design skills
- the ability to analyze and implement relevant communications trends
- a passion for employee engagement

Agency:

Mississippi State Personnel Board

Minimum Salary:

\$33,600

Maximum Salary:

\$42,000

Location:

Jackson, Mississippi

This position typically requires a bachelor's degree in Communication, Public Relations, Marketing, Marketing and Communication Strategy, Integrated Digital Marketing, Business Administration, General Business, Political Science, or a related field.

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