The **Marketing Education & Outreach Officer (MEOO)**will assist the Vice President of Marketing & the Corporate Communications Officer with community outreach and public education of the corporation’s mission and programs. The MEOO will collaborate with partners in planning the Corporation's marketing strategy for educating the public in the areas of mortgage assistance, foreclosure prevention and credit counseling. THE MEOO will also coordinate Homebuyer Fairs and grassroots efforts to promote partnership building within communities.

The ideal candidate will possess relationship building skills, the ability to effectively teach and train; effectively communicating with diverse populations and individuals from diverse socioeconomic backgrounds, while representing the Corporation professionally.

The ideal candidate will possess working knowledge of real estate lending and state and federal regulations affecting housing programs.

**Some duties will include:**

* Maintain a thorough and up-to-date working knowledge of public and private programs and resources for homeowners.
* Collaborate with the Brand and Content Manager to develop and implement marketing materials for education and outreach purposes.
* Collaborate with lenders, developers, realtors, public and private agencies, community organizations, and others to develop and implement homeownership initiatives and to maximize access to existing public and private resources available to buyers and owners.
* Build relationships between counseling providers, lenders, and Realtors.
* Assist with planning, organizing, and implementing the annual conference on affordable housing and other promotional activities and events to address housing needs, trends and programs provided by the Corporation and other state agencies.
* Maintain a record keeping system and statistical reporting system for marketing program documentation, planning, and evaluation.
* Overnight and weekend travel may be required for some duties.
* Performs other work-related duties as directed by the Vice President of Marketing.

**EDUCATION:** A minimum of a Bachelor’s degree from a four-year accredited college or university in marketing, communications, public relations or a related field

**AND**

**EXPERIENCE:** At least three (3) years of experience in marketing, communications, public relations, sales, or a related field.

**PHYSICAL REQUIREMENTS:**

Reasonable accommodation will be made to enable individuals with disabilities to perform the following essential functions.

* Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others.
* A mental capacity for: (a) sound decision-making and exercising good judgement; (b) evaluating and interpreting the implementation of MHC's established rules and regulations governing housing applications, loans, loan purchases and loan services.
* A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, or sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; and (c) inspecting construction sites and projects.
* Ability to operate a motor vehicle; ability to obtain a Mississippi driver’s license; and the ability to travel and potentially work odd hours while performing essential functions.

Job Type: Full-time

Pay: From $40,000.00 per year

Benefits:

* Dental insurance
* Employee assistance program
* Flexible spending account
* Health insurance
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

Schedule:

* 8-hour shift
* Monday to Friday

Ability to Relocate:

* Jackson, MS 39202: Relocate before starting work (Required)

Work Location: In person