

**COMMUNICATIONS SPECIALIST
Office of Communications**

Salary Range: \$34,000.00 - \$42,000.00

The Mississippi Division of Medicaid (DOM) is seeking to employ a Communications Specialist for the Office of Communications. This position will help plan and implement internal and external communication strategies that advance DOM's key goals and initiatives.

Responsibilities will include, but are not limited to, the following:

- Develop and produce key communication vehicles and materials, including press releases, news articles, publications, web content, speeches, presentations and other key messaging
- Assist with media relations, including responding to media requests and coordinating interviews
- Manage social media channels, including strategy, planning and evaluation
- Collaborate with other agency staff on planning, implementing and evaluating communication plans and strategies to advance agency goals
- Manage internal newsletters
- Assist with agency photography and video production

Special Skills and Experience:

- Bachelor's degree in Communications, Public Relations, Journalism or a related field
- Outstanding writing and editing skills
- Excellent verbal communication skills
- Experience managing media relations
- Working knowledge of Adobe Design Suite – InDesign, Illustrator, and Photoshop
- Experience in social media strategy, including content creation, management and analytics
- Strategic thinking and problem-solving skills

To Apply:

To apply for this position, please send your resume to Matt Westerfield at matt.westerfield@medicaid.ms.gov.

Applicants selected for an interview will be contacted by phone.

(Mississippi Division of Medicaid is an Equal Opportunity Employer)