



CAREER OPPORTUNITY

825 North President Street · Jackson, MS · 601-354-0616 · www.mstrucking.org

POSITION TITLE Marketing and Communications Director

POSITION SUMMARY The Mississippi Trucking Association, a premier non-profit trade association supporting the interests of its members in the trucking industry in the state of Mississippi for more than 80 years, is seeking a highly motivated individual to serve as its marketing and communications director. A Bachelor's degree in journalism, communication, marketing or related area and some digital communication related experience is preferred.

RESPONSIBILITIES The person filling this position must be highly motivated to fulfill several responsibilities as follows:

- Managing communications with members to include social media, quarterly newsletter, other electronic publications, and website management
- Assisting the Director of Operations in preparing for meetings including seminars, board meetings, golf tournaments, fundraisers, and the annual convention (some overnight travel is required)
- Overseeing various member services and programs such as scholarships and leadership training
- Recruiting members to the association.
- Providing General Administrative Support to the President and other staff.
- Provide support as needed for meetings, presentations, special projects, public and community events and other trade association activities.

ESSENTIAL SKILLS Essential skill sets for this position include, but are not limited to, the following:

- Project management skills and ability to multi-task are required.
- Mastery of Microsoft Office Suite (to include Word, Excel, Powerpoint, Outlook).
- Working knowledge of Adobe, InDesign, Constant Contact (or similar email marketing system)
- Website and social media management is desired

COMPENSATION Compensation includes salary, plus an excellent benefits package to commensurate with skills and experience.

Send job inquiries and resume to:

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