

**EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
(Hinds County)**

POSITION ANNOUNCEMENT

**STAFF OFFICER III
(NON-STATE, TIME-LIMITED)
OFFICE OF COMMUNICATION AND GOVERNMENT RELATIONS**

Starting Salary: \$59,320.87

The Mississippi Department of Education (MDE) is seeking to employ a Staff Officer III for the Office of Communication and Government Relations. This position will function as communication specialist in the Office of Communication and Government Relations to help plan and implement internal and external communication strategies that advance MDE'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, and speeches, presentations and key messages
- Assist with media relations, including responding to media requests and coordinating interviews
- Manage social media channels, including strategy, planning and evaluation
- Collaborate with communication team and other agency staff on planning, implementing and evaluating communication plans and strategies to advance agency goals
- Manage news blog and email newsletter to school districts
- Develop communication resource materials for school districts, families, reporters and other education stakeholders
- Help manage student advisory council and other advisory councils
- Help manage State Board of Education recognition program and other special events

SPECIAL SKILLS AND EXPERIENCE:

- Bachelor's degree in Communications, Public Relations, Journalism or a related field
- Five years of experience in communications or public relations
- Outstanding writing and editing skills
- Excellent verbal communication skills
- Experience managing media relations
- Expertise in social media strategy, including content creation, management and analytics
- Strategic thinking and problem-solving skills

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Master's Degree from an accredited four-year college or university; **AND** seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced supervision.

OR

A Bachelor's Degree from an accredited four-year college or university; **AND** eight (8) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

SUBSTITUTION STATEMENT:

Above high school diploma or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the five (5) years of line or functional administrative or advanced supervision.

SPECIAL EXPERIENCE:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:

Applicant must attach a valid copy of his/her certification or registration, when applicable.

Applicant must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Jean Cook at jcook@mdek12.org.)

The deadline for application submission is July 19, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)