



Mississippi School Boards
Association Post Office Box 203
Clinton, Mississippi 39060
www.msbaonline.org

Notice of Job Opening Communications Manager

The Mississippi School Boards Association (MSBA) is a professional, nonprofit organization whose mission is to ensure quality school board performance through Advocacy, Leadership Training, Technical Assistance and Information Dissemination. MSBA represents all public school boards of education in the State of Mississippi.

MSBA seeks a dynamic and motivated professional with a proven track record in communications (traditional and social) and who is proactive, a strategic and forward thinker, and an exceptional writer and communicator. The ideal candidate will also have strong graphic and design skills.

This individual will have a minimum of (5) years' experience, ideally in the area of communications. Candidates should also have excellent prioritization skills; a capacity to partner and coordinate with peers throughout the association; experience overseeing a broad portfolio of projects; demonstrated ability to manage multiple competing deadlines; and direct experience and successful track record of delivering creative, strategically thoughtful projects that deliver measurable impact.

The Manager of Communications will be responsible for developing and implementing an integrated communications program for MSBA. This person will play a significant role in driving communications initiatives to the Association members and partners.

Interested parties must submit a letter of interest and resume via email to Denotris Jackson at djackson@msbaonline.org.

APPLICATION DEADLINE

To be considered, all application information must be received in the MSBA office no later than 4:30 p.m. on **April 1, 2019**. No phone calls, please.

The Mississippi School Boards association is located at 380 Zurich Drive, Ridgeland, MS 39157.

NOTICE OF VACANCY

Mississippi School Boards Association Communications Manager

JOB TITLE: Communications Manager
FLSA STATUS: Exempt
REPORTS TO: MSBA Assistant Executive Director

SUMMARY

Under the direct supervision of the Assistant Executive Director, individual will maintain MSBA's communications department.

ESSENTIAL JOB FUNCTIONS

1. Maintain close communications and working relationship with the Assistant Executive Director and Executive Director.
2. Set and successfully achieve job targets of the organization.

GENERAL CHARACTERISTICS

The employee must be:

1. Organized with an eye for detail and accuracy;
2. Able to prepare and manage association communications plan;
3. Able to work under pressure with time-sensitive deadlines;
4. Capable of developing and maintaining effective internal and external working relationships;
5. Able to exercise independent judgment, reach sound conclusions, and make programmatic recommendations;
6. Flexible and able to work well with others; and
7. Willing to perform other duties as assigned.

EDUCATION QUALIFICATIONS

Bachelor's degree in Communications, Journalism, Public Relations, English, or a related communications field.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Bachelor's degree or higher
- Minimum of (5) years of experience in the field of communications, journalism, or other related field
- Excellent verbal, written, and electronic communication skills
- Experience with the design and production of print materials and publications
- Demonstrated experience in Adobe Suite programs (InDesign, Illustrator, Photoshop, and Microsoft Office Suite)
- Experience in design, writing, editing, and proofreading professional marketing and communication materials and presentations
- Outstanding organization and project management skills
- Excellent computer skills with experience in word processing, databases, presentation software, social media, and ability to employ emerging technologies
- Successful experience in web and video editing a plus

- Ability to assist with association meetings and events planning and execution
- Highly motivated, innovative, and creative
- Comfortable working in the PC or MAC environment
- Knowledgeable of the printing process and able to communicate with commercial printers as needed

CANDIDATE MUST POSSESS KNOWLEDGE OF:

- Various techniques, methods, and practices of writing formats and styles;
- Principles, practices, and methods of marketing and media relations strategy development and execution, and targeted message development;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for effectively representing the Association in contacts with community groups, various business professionals, educational and legislative organizations;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and Association staff; and
- Creative and thoughtful ways to introduce and implement new media technologies.

CANDIDATE MUST HAVE THE ABILITY TO:

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Plan, write, edit, and produce magazine, bi-monthly newsletters, press releases, conference magazines, marketing literature, and other print/digital publications.
- Proactively build relationships with school board members, superintendents, district staff, NSBA, Mississippi Department of Education, Governor’s Office, and similar agencies.
- Lead and manage a strategic communications, media relations, digital/social marketing program to advance the organization’s mission/goals.
- Think innovatively and translate strategic thinking into action plans and output.
- Be self-reliant, solve problems, and be results oriented.
- Make decisions in a changing environment and anticipate future needs.
- Effectively convey information to public audiences, membership and/or board of directors.
- Work effectively with a diverse group of internal and external customers.

WORKING CONDITIONS

1. Work includes handling stressful situations, working under pressure and with a variety of tasks simultaneously.
2. Work includes exposure to confidential and sensitive data.
3. Work includes moderate travel; must be available for occasional evening work.
4. The employee must have the ability to occasionally move items weighing up to 25 pounds to various places inside and/or outside the office.
5. Candidate must possess a valid Mississippi driver’s license and maintain that license and legally necessary insurance.

EVALUATION

Performance of this job will be evaluated by the Assistant Executive Director in accordance with this job description and with MSBA's evaluation policy, practice, and staff operating principles.

DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow other instructions and to perform any other duties upon the request of the Assistant Executive Director or the Executive Director.

TO APPLY

Applicants may apply by submitting a formal letter indicating a desire to be considered as a candidate for this position, a current résumé, and certified copies of all college transcripts to the attention of:

Denotris Jackson
djackson@msbaonline.org

Or

Denotris Jackson
Assistant Executive Director
Mississippi School Boards Association
Post Office Box 203
Clinton, Mississippi 39060

Applicants should not contact any member of the Mississippi School Boards Association's Board of Directors.

Application Deadline

To be considered, all application information must be received no later than 4:30 p.m. or postmarked by midnight on April 1, 2019.

The Mississippi School Boards Association is an Equal opportunity Employer and complies with all state and federal laws. Applicants are subject to financial and criminal background checks.