Notice of Job Opening
Graphic and Communications Specialist

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 print and digital communications. The ideal candidate must possess excellent design, written, and verbal communication skills and the ability to create compelling content - digital and print collateral - that communicates the association’s brand and services.

This individual will have a minimum of (5) years’ experience, ideally in the area of graphics and communication. 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 Graphic and Communication Specialist 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.

EDUCATION QUALIFICATIONS

Bachelor’s degree in Graphic Design, Communications, or a related communications field.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Excellent verbal, written, and electronic communication skills
- Plan, write, edit, and produce magazine, quarterly newsletters, press releases, conference magazines, marketing collateral, and other print/digital publications.
- Strong graphic design experience in Adobe InDesign, Illustrator, and Photoshop, and Microsoft Office Suite) REQUIRED
- Experience in design, writing, editing, and proofreading professional marketing and communication materials and presentations
- Manage and maintain the Association’s overall brand image, ensuring visual consistency and integrity across all materials and channels (online, print, etc.
- Successful experience in web and video editing
- Outstanding organization and project management skills
- Excellent computer skills with experience in word processing, databases, presentation software, and social media
- Ability to assist with association meetings and events planning and execution
- Highly motivated, innovative, and creative
- Knowledgeable of the printing process and able to communicate with commercial printers as needed

**CANDIDATE MUST POSSESS KNOWLEDGE OF:**

- Adobe Suite programs (InDesign, Illustrator, Photoshop, and Microsoft Office Suite) **REQUIRED**
- Various techniques, methods, and practices of writing formats and styles;
- Digital and Print Media

**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.
- Implement a strategic communications, media relations, digital/social marketing program to advance the organization’s mission/goals.
- Be self-reliant, solve problems, and be results oriented.
- Effectively convey information to public audiences, membership and/or board of directors.
- Work effectively with a diverse group of internal and external customers.

**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 and a current résumé. Certified copies of all college transcripts are required if selected for an interview.

**APPLICATION DEADLINE**

To be considered, all application information must be received no later than 4:30 p.m. or postmarked by midnight on **January 15, 2020**.

Send to the attention of:

**Denotris Jackson**

djackson@msbaonline.org

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.