

Communications Officer

Reports To: Communications Director

Classification: Full-Time / Exempt

Supervisory Functions: None

Major Function: Assists the Foundation's Communications Director in developing and implementing the Foundation's internal and external communications.

Qualifications:

- Should possess a four-year degree in a field that supports a well-rounded and versatile communications background (specifically journalism, mass communications, marketing, or speech).
- Minimum of 2 years of experience that is directly related to the internal communications needs of an organization including strategic planning, writing and editing content for publications, and institutional messaging and branding.
- Experience in managing / maintaining the external communications needs of an organization including maintaining media relations, developing media strategy, responding to media requests, and disseminating communications.

Requirements:

- Superb writing and editing skills with a strong attention to detail.
- Strong interpersonal and communications skills and demonstrated ability to communicate effectively across wide variety of audiences, cultures, and communities.
- Knowledge of current and emerging communications and marketing practices and trends.
- Able to perform in a diverse, high-pressure, fast-paced, team environment.
- Able to manage multiple projects and set priorities in order to meet both deadline and budgetary requirements.
- Strong understanding and experience in media relations (writing press releases, media outreach, and strategic media plans, etc.).
- Experience developing and producing various print and electronic publications/communications.
- Exhibit both initiative and flexibility in work habits.
- Experience in web development—particularly in Adobe Dreamweaver CS3—or website content management is a plus.
- Experience in desktop publishing—specifically Adobe InDesign CS3—is a plus.

Job Responsibilities:

- Works with the Communications Director to brainstorm, develop, and implement strategic communications plans, programs, publications, campaigns, and other various activities to convey the Foundation’s core messages.
- Works with the Communications Director to set and establish/ achieve both short- and long-range communications departmental goals and objectives and policies and operating procedures.
- Supports the work of the Communications Department by performing specific activities such as conducting media outreach and writing and sending press releases; researching, analyzing, and composing content with regard to Foundation priorities; utilizing and updating a database; providing outreach to the Foundation’s constituency.
- Works with the Communications Director to assure quality control of institutional and programmatic marketing/communications activities.
- Performs or manages the communications components of miscellaneous special projects and other program-related activities and tasks as assigned by the Communications Director.
- Works with program staff to ensure optimum public relations and proper marketing with regard to programmatic work.
- Manages projects for and coordinates activities and materials with other departments within the Foundation.

Qualified applicants should mail their letter of interest, resume, references, and two writing samples to:

**Dwanda Moore
Manager of Administration
Foundation for the Mid South
134 East Amite Street
Jackson, MS 39201**

Deadline for submitting applications is May 15, 2008

The Foundation for the Mid South is a regional foundation that brings people together, strengthens communities, and multiplies resources. By working with people with a wide range of resources, skills, and talents, the Foundation for the Mid South strives to nurture families and children, improve schools, and build the economy for all people in Arkansas, Louisiana, and Mississippi.