

**Mississippi Department of Mental Health
Bureau of Outreach, Planning and Development
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**MH Program Administrator I
(Communications Specialist)**

This position is in the Mississippi Department of Mental Health's Bureau of Outreach and Planning and reports to the Director of Planning and Communications. This position is responsible for internal and external communications to help further the mission and goals of the agency. This position acts as primary contact for media relations and inquiries related to DMH, including writing and distributing press releases and columns to local and statewide media. This position serves as a spokesperson for the agency and promotes and maintains contact with representatives of the media. This position fosters relationships with advocates, stakeholders and other key persons. This position is responsible for monthly internal and external newsletters and coordinating weekly updates to the DMH website and intranet. Duties also include photography and videography as needed at events and for awareness campaigns and outreach activities. This person serves as the primary contact for public records requests and tracks media coverage. This position assists and works with DMH Bureaus and Programs as needed to develop documents and distribute them through the appropriately identified channels. This includes but is not limited to: recovery/resiliency activities, workforce development, alcohol and drug campaigns/outreach, children and youth campaigns/outreach, adult services campaigns/outreach, all 12 DMH Programs, and other state agencies. This position is responsible for all social media activities.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree and five (5) years of experience (two (2) of which must have been in functional administrative or oversight of statewide programs) is required.

OR

A Bachelor's Degree and six (6) years of experience (two (2) of which must have been in functional administrative or oversight of statewide programs) is required.

Preference will be given to those with:

- ❖ Experience working with media
- ❖ Proven experience as communications specialist
- ❖ Experience in social media, graphic design, web design, and content production is a plus
- ❖ Working knowledge about the Mississippi Department of Mental Health
- ❖ Strong organizational skills
- ❖ Strong writing and editing skills
- ❖ Experience presenting to groups
- ❖ Experience organizing initiatives and press conferences
- ❖ Experience developing communication strategies
- ❖ Experience developing newsletters and outreach materials
- ❖ Working knowledge of Microsoft Office

Starting Salary: \$42,492.63

Deadline to apply: March 13, 2020

Interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244 or via e-mail at Toni.Johnson@dmh.ms.gov.