

Job Description
Spokesperson

- Responsible for the management, development and production of the communication activity of the office
- Reports to the Chief Deputy Treasurer-Programs and Services
- Point of Contact for all state and local media outlets
- Responsible for social media content including but not limited to: Twitter, Facebook and Instagram
- Responsible for drafting of quarterly newspaper column and radio address
- Monitors all newspaper clippings and TV coverage via provided service outlets
- Coordinates with the Director of the 529 and Financial Education on media content for those programs
- Will represent office for on camera, radio and/or newspaper interviews
- Responsible for drafting of talking points, responses to media inquiries and all other content for review by Chief Deputy Treasurer-Programs and Services
- All other duties as assigned

Minimum Qualifications

- Bachelor's Degree in Mass Communications, Journalism or related field
- Understanding of State Government
- 3-5 years experience in media

Requirements:

- Cover letter
- Resume
- 2-3 examples of press release and/or audio/video clips