

**EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
Hinds County**

**POSITION ANNOUNCEMENT
EDUC-TEACHER RECRUITER (COMMUNICATION SPECIALIST)
OFFICE OF COMMUNICATION AND GOVERNMENT RELATION
(NON-STATE, TIME-LIMITED POSITION)**

Starting Salary: \$39,762.69

The Mississippi Department of Education (MDE) is seeking to employ an Educ-Teacher Recruiter (Communication Specialist) in the Office of Communication and Government Relations to elevate the teaching profession and help implement a statewide teacher recruitment campaign.

RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Promoting the teaching profession among students, young adults, and professionals considering a new career at college fairs, career fairs, presentations, and workshops throughout the state
- Setting up and staffing branded marketing booth to attract and inspire future educators
- Organizing travel to outreach events across the state
- Recruiting and training current and future educators to serve as workshop presenters, ambassadors at recruitment events and on advisory boards
- Researching cutting-edge materials, programs, and other ways to interact with and engage with students
- Working with communication team to develop and disseminate marketing materials and web and social media content, including inspirational teacher stories, that support teacher recruitment campaign
- Offering statewide technical assistance and workshops to students and adults interested in learning how to become a teacher
- Developing partnerships with key staff members at each Mississippi education preparation provider to stay up to date on educator pathways and to refer potential program candidates
- Planning and hosting virtual recruitment events with education preparation providers
- Helping develop program budget, managing purchasing process, and tracking spending
- Managing inventory of promotional items, ensuring items reach target audiences
- Documenting marketing and outreach activities
- Evaluating effectiveness of marketing strategies and identifying campaign needs in a timely manner

SPECIAL SKILLS AND EXPERIENCE:

- Bachelor's degree in Communication, Public Relations, Marketing, Education or related field
- Exceptional verbal communication skills
- Strategic thinking and problem-solving skills
- Ability to travel regularly and a willingness to work some nights and weekends
- Ability to work independently and be a self-starter, while collaborating with others on meeting common goals
- Experience in social media strategy, including content creation, management and analytics a plus
- Experience in marketing and recruitment and/or classroom teaching a plus

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Class "AA" Certification from the Mississippi Department of Education in the area assigned by the agency; **AND** six (6) years of experience in professional education or related to the above described duties

OR

A Master's Degree from an accredited (4) year college or university; **AND** two (2) years of experience in professional education or related to the above described duties

OR

A Class A Certification issued by the Mississippi Department of Education in the area assigned by the agency; **AND** seven (7) years experience in professional education or work related to the above described duties;

OR

A Bachelor's Degree from an accredited four (4) year college or university; **AND** seven (7) years experience in professional education or work related to the above described duties.

Applicants must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Corie Jones at cojones@mdek12.org.)

The deadline for application submission October 22, 2021. Applicants selected for an interview will be contacted by phone.