



## Office of the Missouri State Auditor - Career Opportunity

**TITLE:** Communications Coordinator  
**SALARY:** Commensurate with experience

**LOCATION:** Jefferson City, MO  
**CLOSING DATE:** May 6, 2016

The Communications Coordinator will serve the Auditor's office in a communications and staffing capacity. This position will report to the Director of Communications and will require travel at least once per week, primarily staffing the State Auditor at events around the state.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*This description may not include all of the duties, knowledge, skills, or abilities associated with this position.*

- Assist in the composition of office social media, press releases, and talking points.
- Compile daily news clips of office media coverage, including execution of metric driven analysis of the office's reach and impact on issues throughout the state.
- Assist office personnel in website content creation and maintenance.
- Collaborate with the Director of Communications and Communications and Policy Counsel on strategic media projects.
- Work with the Director of Communications and Communications and Policy Counsel on the development and execution of media events, policy tours, and office events.
- Lead office efforts in the creation of graphics for audit releases.
- Collaborate with the Communications and Policy Counsel on social media outreach and strategies.
- Take photographs for audit release events, constituent meetings, and office activities.

### **TRAVEL:**

- Staff the State Auditor when traveling around the state. This includes, but is not limited to: (1) driving; (2) staffing the Auditor at meetings; (3) coordinating with office personnel on any scheduling changes; (4) taking pictures for office purposes; (5) social media posting; and (6) ensuring the State Auditor's schedule is executed upon for the day.
- Collaborate with office personnel on identifying events and entities around the state for office visits.

### **QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree or higher in communications, public relations, or a closely related field.

### **APPLICATION PROCESS:**

*In order to be considered for this position, please submit employment application, cover letter, resume, copy of transcripts and contact information for three professional references to:*

Office of the Missouri State Auditor  
ATTN: Human Resources Manager  
P.O. Box 869  
Jefferson City, MO 65102  
Fax: (573) 751-7984

Email: [sherrie.brown@auditor.mo.gov](mailto:sherrie.brown@auditor.mo.gov)

*Employment Application can be located on our website at: [auditor.mo.gov](http://auditor.mo.gov)*