



PLEASE POST

JULY, 2017

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**ANNOUNCEMENT OF VACANCY
COORDINATOR FOR PUBLIC RELATIONS**

The Mississippi School for Mathematics and Science is accepting applications for the position of Coordinator for Public Relations. This person will be located in the Office of Admissions and School Advancement. The primary responsibilities include designing a strategy to create and maintain a favorable public image. This person will also help maintain a cohesive message with key partners such as the MSMS Foundation, MSMS Alumni Association, and the parent organization (Parents Lending United Support).

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Manage internal and external communications
- Create marketing and promotional materials
- Design and launch marketing campaigns
- Coordinate timely release of information through various media outlets
- Maintain up-to-date website content
- Promote school outreach activities
- Publish newsletters
- Maintain constituent databases
- Maintain school history

DESIRED SKILLS/CHARACTERISTICS

- Creative
- Self-Motivated
- Organized
- Excellent interpersonal skills
- Exceptional communication skills (oral and written)
- Superb team member
- Outstanding technology skills (i.e. experience working with databases, Microsoft Office, social media, etc.)

MINIMUM REQUIREMENTS

1. Education: Bachelor's degree in related area
2. Experience: 3 years (desired)

POSITION DETAILS

1. Beginning salary: \$37,000 - \$40,000, depending on qualifications
2. 12-month position
3. Mississippi state insurance and retirement benefits

Applications will be accepted until the position is filled. The expected start date is **September 1, 2017**. All applications will be acknowledged but only selected candidates will be interviewed. Application materials are available for download from <http://www.themsms.org> or by contacting:

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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.