



POSITION ANNOUNCEMENT

The position serves the Division of Science and Research of the West Virginia Higher Education Policy Commission whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title Communications Manager

Classification Full Time, Non-Classified, Exempt, Benefits-Eligible

Date July 20, 2017

Duties and responsibilities. Under the general direction of the Director of the Division of Science and Research, the Communications Manager is responsible for developing and implementing all communication activities to serve the needs of and promote the Division's state and federal programs. Related duties include such activities as developing and implementing a communications plan for the Division, serving as managing editor of a quarterly science journal, and writing and editing magazine articles, speeches, funding proposals, electronic presentations, correspondence, reports, advertising and display copy, brochures and other publications. The successful candidate will also prepare and distribute news releases and media alerts working with local, state and national media and plan, prepare and maintain website content and social media accounts. Other duties include coordinating special events, meetings, workshops and symposia and planning, developing and staffing displays at meetings and events. He/she will develop and track metrics to evaluate communications initiatives, produce a biennial report of Division activities and work closely with higher education institution faculty and staff to meet Division communications objectives related to science and research initiatives.

Knowledge, skills and abilities. Must possess ability to work in a fast-paced environment and have acquired excellent written and verbal communication skills including the ability to write clearly and concisely under deadlines. Strong interpersonal and problem-solving skills are desirable. Excellent project management skills and proficiency with computers is required. Skill in using Adobe InDesign and Photoshop preferred, but not required.

Education and experience. Four years of public relations/communications or news media experience at the professional level are required. Master's degree in journalism, public relations or other communications or media-related field is preferred. Commitment to team approach required. Interest and/or background in a science or technical field are desirable.

Salary. \$50,000-55,000, commensurate with qualification and experience.

Closing date. Position is opened until filled. Review of applications begins August 14, 2017.

Application process. Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically **via e-mail** with "**Communications Manager**" in the subject line to: Ms. Vickie Hairston, Human Resources Representative Sr. at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.