



EDUCATE • DISCOVER • IMPACT

Communications Specialist

This position reports to the Vice President, Communications and develops content for varied projects, events and audiences to effectively convey the Arizona Board of Regents' strategies, news and views regarding higher education at Arizona's public universities. This position works closely with communications team to support written communications and related activities.

The Communications Specialist has the following responsibilities:

- Compose, edit and fact check a variety of written materials such as news releases, talking points, opinion pieces, fact sheets, statements and media advisories;
- Support implementation of board's social media strategies, curating and creating content, managing regular posts, and optimizing content for each platform, ensuring content aligns with board's brand and online presence;
- Assist with composing talking points, presentations and blog posts;
- Conduct research
- Assist with media inquiries and facilitating media interviews;
- Assist with website updates;
- Assist with President's correspondence;
- Provide event support and assisting with the organization of events.
- Assisting with other office projects as needed.

Qualifications:

Minimum qualifications include a Bachelor's degree in journalism, public relations, communication or related field and four years of related work experience in the development of comprehensive and creative communications or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Candidates must have excellent written communication skills; background in social media and the ability to analyze social media analytics; the ability to work independently; strong organizational skills; effective interpersonal relations skills; the ability to quickly change priorities and meet tight deadlines; and the ability to work in and foster a collaborative environment.

The first review of applications will be January 12, 2018. Applications will continue to be accepted and reviewed each week until the search is closed.

Applicants should send a cover letter, current resume, two writing samples and the names and phone numbers of three professional references who are able to speak to the desired qualifications listed above to:

Human Resources
Arizona Board of Regents
2020 N. Central Avenue, Suite 230
Phoenix, AZ 85004
Fax: (602) 229-2555
HR@azregents.edu

The Arizona Board of Regents is a committed equal opportunity and affirmative action employer.