Communications Specialist

The Communications Specialist assists the Vice President of Communications and other board staff to develop 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 reports directly to the Vice President for Communications.

The Communications Specialist works closely with the communications team to support written communications and related activities. Compose, edit and fact check a variety of written materials such as news releases, talking points, opinion pieces, fact sheets, statements and media advisories. Assist with composing speeches, blog posts and correspondences for ABOR’s President. Conduct research, assist with media inquiries and facilitating media interviews. Assist with website updates, social media strategies and updates including suggesting content. Provide event support such as attending events on behalf of ABOR, staffing ABOR team members participating in or speaking at events, and assisting with the organization of events.

Minimum qualifications include a Bachelor’s degree in journalism, public relations 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.

The successful candidate will have excellent written communication skills, the ability to work independently, strong organizational skills, effective interpersonal relations skills, the ability to quickly change priorities and meet tight deadline; and the ability to work in and foster a collaborative environment.

Send cover letter, resume, three to five writing samples, names and telephone numbers of three professional references to: hr@azregents.edu or ABOR • 2020 North Central, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin immediately and will continue until position is filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.