



DIFP

Department of Insurance, Financial
Institutions & Professional Registration



CAREER OPPORTUNITY

Public Information Specialist I/II

Part of the team that creates content for the department's websites, publications, news releases, social media and other communications.

Screening to begin on December 3, 2015

Specialist I - \$29,976

Specialist II - \$33,744

Salary Commensurate with Relevant Qualifications

Full-Time Position

Located in Jefferson City, Missouri

Position Details

Duties include communications with consumers, news media, employees and regulated industries. Prepares news releases concerning agency programs and services. Gathers, composes, compiles, edits copy and verifies information for newsletters, brochures, internet web pages, press releases, articles, bulletins, pamphlets and other publications. Designs logos, promotional displays, and marketing brochures. Interprets and communicates agency programs to employees, special interest groups, and the general public. Meets with agency officials and attends staff meetings for the purpose of discussing activities and securing newsworthy information. Researches available material to assist in the preparation of presentations for agency officials.

Qualifications

Strong skills in graphic design, writing, editing, communication and computer skills are required, along with an enthusiasm for variety and flexibility in assignments.

A bachelor's degree with a minimum of 15 earned credit hours in one or a combination of the following: Journalism, Communications, English, Public Relations, Advertising, Marketing, or a closely related field. A bachelor's degree in journalism, communications or public relations preferred. A Public Information Specialist II must have one or more years of professional experience in public relations, advertising, marketing, film/video production and/ or journalism.

Why DIFP?

Work that matters

Utilizes cutting-edge technology

3 weeks of paid vacation

3 weeks of paid sick leave

Affordable health insurance with wellness incentives

Retirement plan

Tuition reimbursement

Training and continuing education provided to employees

Interested in Applying?

Email a completed application form found at www.difp.mo.gov/jobs, your resume, copy of your college transcripts and writing samples (such as a press release, news article, or education material) to lisa.schuster@difp.mo.gov or mail the information to:

DIFP - Human Resources
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