Communications Associate Overview:
The Digital Strategist/Communications Consultant will be responsible for managing the brand of Mississippi Votes. This person will be charged with handling all communications sent to the public and is ultimately in charge of molding the aesthetics of the organization. This person reports directly to the Executive Director.

Responsibilities:
Specific duties include, but may not be limited to:

- Manage the brand of MS Votes
- Update MS Votes website and website content daily
- Create media and manage content for all social media platforms
  - Maintain a social media/content calendar
- Manage media relations
- Develop internal publications such as newsletters, releases, email announcements, planned publications, on-line, intranet, video, special projects as assignments
- Develop crisis management communications toolkit

Expectations:

- Prepare 4 trainings (1/quarter) for staff and fellows
- Be available for events such as voter registration drives, canvassing, fundraisers, etc.
- Be willing to organize and facilitate special projects
- Be willing to travel across the state on behalf of the organization

Qualifications:

- Bachelor’s Degree or equivalent experience in communications and digital organizing
- Social Media & Online Marketing
- Experience in photography and graphic design
- Proven experience as communications specialist
Experience in graphic design
Experience in web design and content production is a plus
Experience in copywriting and editing
Solid understanding of project management principles
Working knowledge of MS Office; photo and video-editing software is an asset
Excellent communication (oral and written) and presentation skills
Outstanding organizational and planning abilities
Proficient command of English and willing to learn Spanish

How to Apply:
Submit your resume and cover letter to info@msvotes.org along with two (2) writing samples, a graphic you’ve designed and/or a website you designed.

Additional Information:
For more information please feel free to contact us at 769-251-5693 or visit our website at msvotes.org.

Mississippi Votes is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital, or domestic partner status, or religious affiliation.