



Director of Communications and Operations Job Description

Position

Reporting to the Executive Director and serving as an integral member of the senior management team, the Director of Communications and Operations will contribute to the development of the organization's strategic goals, and set and guide Teen Health Mississippi's communications strategy for marketing, training, and policy purposes. In addition to strategic components, the Director will be in charge of developing and implementing more sophisticated policies and procedures both in the finances and general operations realms. The Director will be responsible for promoting, enhancing, and protecting the organization's brand reputation as well as a broad range of public relations activities relative to the strategic direction and positioning of the organization and its reproductive health and rights position.

Responsibilities

Strategy, Vision, and Leadership

- Contribute to the development of Teen Health Mississippi's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues.
- Advise the Executive Director and other key members of the organization on financial planning and organization policy.
- Serve as the secretary to the board; effectively communicate and present matters to the board when needed.
- Develop and implement an integrated strategic communications plan to advance Teen Health Mississippi's brand identity; broaden awareness of its activities and priorities; and increase the understanding of and support for trainings, programs, and policy positions across key stakeholder audiences, including the development of key internal and external messaging.
- Develop and implement a fundraising strategy, including grant proposals and reporting.
- Create marketing/public relations strategy that will allow Teen Health Mississippi leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media and key influencers.
- Serve as communications counselor to Teen Health Mississippi's senior team, including the Executive Director.

Team Development/Leadership

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development on Teen Health Mississippi's policies and procedures.
- Collaborate with Teen Health Mississippi's supervisors on staff performance and development goals, assign accountabilities, set objectives, and establish priorities.

Organizational Operations

- Implement and continuously improve appropriate system of policies, internal controls, accounting standards, and operating procedures, including, administrative and operational services such as reimbursement, travel policy, project checklists, and insurance.
- Assist the Executive Director in executing the annual budget process.

Communications Operations

- Oversee development of all Teen Health Mississippi print communications including the annual report, marketing materials and electronic communications including Teen Health Mississippi's website and new media; manage technology associated with communications.
- Coordinate media interactions for the Executive Director and other staff.
- Monitor staff external communications to maintain consistency in messaging.

- Actively engage, cultivate, and manage press relationships to ensure coverage surrounding Teen Health Mississippi trainings, publications, programs, public announcements, and other projects.
- Create and disseminate fundraising and organizational communications and supporting materials for programs, trainings, and policy work.
- Perform other duties as assigned.

Qualifications

Required

- Bachelor's degree in business, communications, writing, marketing, or related field.
- Demonstrated skill and comfort in proactively building relationships with media and other stakeholders and in successfully positioning subject matter with the media to achieve high-impact placements.
- Extensive successful writing and editing experience (externally focused) with a variety of print and online communications media.
- Demonstrated experience and leadership in managing comprehensive strategic communications, media relations, and marketing program to advance an organization's mission and goals.
- Experience and proven success with budget and operations management.
- Experience and proven success with fundraising.
- Creative and thoughtful on how new media technologies can be utilized.
- Experience in planning, writing, editing, and production of newsletters, press releases, annual reports, marketing literature, and other print publications and directories.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem solving skills.
- Self-reliant, good problem solver, results oriented.
- Ability to make decisions in a changing environment and anticipate future needs.
- Excellent and persuasive communicator.
- Energetic, flexible, collaborative and proactive.
- Exceptional written, oral, interpersonal and presentation skills.
- Ability to operate as an effective tactical as well as strategic thinker.
- Passion for Teen Health Mississippi's mission, shared core values, and support for Teen Health Mississippi's position.

Preferred

- Demonstrated knowledge of the field of sexual and reproductive health, especially Teen Health Mississippi's current position, strongly preferred.

Other Details

- Teen Health Mississippi has offices both in Jackson, MS and Clarksdale, MS. This position is based in Jackson, MS.
- Must be able to travel in-state a minimum of twice a month, and nationally 2-4 times per year, depending on training needs.
- Office hours are Monday-Friday, 9-5. However, this position may occasionally require work outside of standard work hours to accommodate youth-serving system or clinical staff.

Compensation

- \$55,000-65,000 annual salary; commensurate with education and experience.
- Benefits include health and retirement as well as paid time off as described in the Teen Health Mississippi Employee Handbook.

Application Requirements and Process

Requirements

- A cover letter,
- Recent resume,
- Employment Application Form,

- Contact information for three professional references who can speak to the candidate's work ethic and character. (NOTE: At least one reference must have directly supervised the candidate's work.)

Process

- We will have a rolling application process, but applications received before December 29, 2018, will have priority. The position may be filled prior to that date.
- Applicants should email their materials to contact@mississippifirst.org.
- Once we have received all materials from a candidate, we will notify the candidate that we have a complete application.
- After a review of applications received, we will schedule brief phone interviews with candidates meeting required qualifications. Candidates advancing to later stages of the process will be asked to respond to essay questions, a job-related task, and a final interview. Candidates may be rejected at any point in the process.
- The interview process will include a thorough social media background check as well as civil and criminal background checks.

Tips for Applicants

- Only applicants meeting the minimum required qualifications will be considered.
- Research Teen Health Mississippi beforehand and understand our mission and shared core values, specifically with our work surrounding adolescent health and sexuality education in Mississippi. Candidates should also view www.teenhealthms.org for more about Teen Health Mississippi's sex education work.
- If you are invited to a finalist interview, we WILL call all of your references. Please make sure to provide contact information for three professional references who can speak knowledgeably about your work ethic and character. At least one reference must have directly supervised you.
- Over the course of the selection process, we will thoroughly check your public online presence, which includes a social media audit (Facebook, LinkedIn, Twitter, Pinterest, etc.) as well as a search of your online posts and references. We advise applicants to closely monitor their privacy settings on their social media accounts.
- Before you submit your application, please PROOFREAD all materials you are submitting (cover letter, resume, Employment Application Form, 500-word writing sample, and contact information for three professional references). The application is a candidate's opportunity to put her best foot forward; do not let our first impression of you be one of carelessness.

Employment Application Form

Applicant Information

Name: _____

Current Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____

Email Address: _____

Personal Information

Please circle "yes" or "no" for each of the following questions.

1. Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?	Yes	No
2. This position will require residency in or around Jackson, MS. If hired, are you willing to relocate to Jackson, MS?	Yes	No
3. If hired, would you be able to provide your own transportation to/from work?	Yes	No
4. This position may require occasional work on weekday evenings and weekends for various trainings and in- and out-of-state conferences. Can you commit to these additional hours?	Yes	No
5. Are you able to perform the responsibilities of this job for which you are applying, either with or without reasonable accommodation?	Yes	No
6. Do you understand that by applying for this job you will be subject to a criminal, civil, and social media background check?	Yes	No
7. Have you ever been indicted or convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a misdemeanor or felony which relates to the welfare of children?*	Yes	No
If you answered "Yes" to Question #7, please describe the crime(s) – state the nature of the crime(s), when and where convicted, and disposition of the case(s) in this space: 		

*Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event and the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.