

COMMONWEALTH OF PENNSYLVANIA
TREASURY DEPARTMENT

POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) Class Title: Communications Coordinator
- (2) Class Code:
- (3) Office: Bureau of Communications
- (4) Pay Range: 6
- (5)*Last Day to apply for posted positions: November 8, 2017
- (6) Work Hours: TBD
- (7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

November 1, 2017
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV. NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ANYONE (other than Treasury employees) INTERESTED IN THIS POSITION USE ATTACHED APPLICATION OR GOTO <http://www.patresury.gov/careers/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE

Communications Coordinator

The Pennsylvania Treasurer, one of three independent elected statewide officials, has an opening for a Communications Coordinator. The ideal candidate for this position is someone who is highly motivated utilizing visual mediums, especially video, to create high-quality, and coordinate the content to communicate Treasury's message and programs.

DESCRIPTION OF DUTIES

- Review media outlets to coordinate the distribution of daily news clips, route internal and external calls, assist in the scheduling of calendars and coordinate project schedules.
- Assist and coordinate material for internal communications and media relations.
- Support the Communication office, through the awareness of emerging media to achieve strategic communications outcomes.
- Coordinate social media content and strategies across different mediums; with a strong focus on visual mediums especially video by assisting or creating and editing video content.
- Daily monitoring of social channels, Report Treasury related content to Communications staff.
- Provide assistance with social media within Treasury, maintaining an understanding of best practices.
- Other duties as assigned

SUMMARY OF REQUIREMENTS

- 1-3 years of a strong background in government, political or financial communications
- Knowledge of social media, marketing and public relations practices
- Understanding of all social media platforms, including but not limited to YouTube, Instagram, Snapchat, Pinterest, Facebook, Twitter, and Tumblr – both as a coordinator and as a user
- Strong writing, editing, attention to detail and communications skills
- Coordinate the identification of quality social media content, may you may assist with writing content to be posted on these sites.
- Strong technical background with advanced computer skills
- Undergraduate degree in Communications, Public Relations, Marketing, Journalism, a related field, or equivalent experience preferred
- Preference given to candidate with experience in visual mediums, especially video.

Please forward resume and cover letter, and your salary requirements.to HR@PaTreasury.gov

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sexual orientation, genetic information, gender identity, or any other classification protected by law.