

JOB OPENING

The Oklahoma Insurance Department has a rewarding and fulfilling promotional and educational position, called **External Marketer-OEPIC**, open for recruitment within the Consumer Assistance Division. The entry level salary range is \$35,000 to \$45,000 depending on the level of experience of a qualified applicant.

Fringes include: Full state benefits including; health, dental, life insurance, disability and state retirement. In addition, a state car will be provided for all state travel along with necessary communication devices, laptop and equipment.

OEPIC – Oklahoma Employer/Employee Partnership for Insurance Coverage, also known as “Insure Oklahoma” is a state funding mechanism that pays a majority of health insurance premiums for eligible employees working for qualified Oklahoma businesses. More information can be found at www.oepic.ok.gov.

If you feel that you are a qualified candidate for this job. Please submit your resume by 5 pm, Wednesday, June 20, 2007 for job posting number #07-034 to: Oklahoma Insurance Department Attn: Human Resources, P.O. Box 53408, Oklahoma City, OK 73152-3408. By fax: (405) 522-8969 or by email to: humanresources@insurance.state.ok.us

Summary: Under the direction of the Consumer Assistance Director this individual holding this position will be responsible for promoting and educating Oklahoma Businesses about the OEPIC program. Further, this position will serve as the primary liaison between Insurance Community, Oklahoma Insurance Department (OID) and Oklahoma Health Care Authority (OHCA).

Essential Duties and Responsibilities:

- Identifies and develops a plan of action related to areas of focus for provider and producer education related to OEPIC program
- Provides consultation and advisory services for OEPIC
- Actively participates in the development of promotional materials for OEPIC
- Collaborates and coordinates with the Oklahoma Insurance Department, the Oklahoma Health Care Authority and other state agencies, in developing consumer education partnerships.
- Prepares and conducts provider and community presentations concerning OEPIC
- Works directly with and develops reports for the Oklahoma Insurance Department and Oklahoma Health Care Authority
- Makes on-site visits to provide educational assistance to agents and Oklahoma businesses
- Represents OID, as needed, in seminars and training forums on OEPIC
- Independently researches and resolves provider and member inquiries in a timely and effective manner
- Establish and maintain effective working relationships with the public
- Other duties assigned

Qualifications: Strong organizational and creativity skills with the ability to multi-task. Knowledge of public and government administration a plus. Working knowledge of Insurance industry. Ability to maintain effective working relationships; to communicate effectively both orally and in writing; to exercise good judgment. Ability to write and edit; to research, gather and organize pertinent data; to uphold and practice public relations principles and codes of ethics; to deliver informational presentations. Must have intermediate skill level with personal computer using MS Word, Excel, and PowerPoint. Candidates need to be a self starter, motivated and able to maintain a high energy level.

Education and Experience: Bachelor’s degree in marketing, business administration, communications, journalism, or a related field plus one year of professional experience; or an equivalent combination of education and experience in the insurance industry.

Travel Requirements: Individuals must be willing to travel approximately 150 miles per day local and overnight travel may be necessary.

Additional Information: Must pass a thorough background check.