

Job Opening

#14-12-The Oklahoma Insurance Department has an opening in the Communications Division for a Communications Officer II. The salary range is \$43,000 to \$48,000. **Submit résumés along with two writing samples to angie.fields@oid.ok.gov** . This position is open until filled.

DEFINITION

Under the direction of the Communications Director or designee, perform creative and highly skilled work involving writing, research and editing of materials for the media and public.

DUTIES AND RESPONSIBILITIES

- Write articles and stories to conform to Associated Press style, department standards and publishing requirements; edit materials for publication in a productive, complete, accurate and timely manner
- Develop, write and edit material for in-house and external newsletters, annual report and other publications; handle public inquiries
- Work with Communications team to develop consumer education, public relations and advertising campaigns, including planning and implementing programs with external audiences on consumer education and awareness
- Prepare press releases and editorials for submission to media organizations; act as media liaison handling media inquiries, pitching stories, facilitating interviews and news coverage, and coordinating media visits; maintain OID internal experts list and monitor editorial calendars for select publications; assist in planning and executing news conferences
- Develop and maintain relationships with media, professional and community organizations, and other groups to educate and inform regarding OID; respond to or redirect media and consumer inquiries
- Organize material and complete writing assignments according to established standards within set deadlines; organize information within communications projects to maximize clarity for the target audience
- Maintain local and statewide newspaper clippings; review daily newspapers to keep informed of pertinent information
- Represent the Department at public programs, on official business, and at professional conferences and seminars as directed
- Advise Communications Director or designee on matters concerning the Department's public image
- Serve as photographer for public relations projects
- Conduct and coordinate comprehensive research projects
- Creates and implements social media strategy
- Produce PowerPoint presentations
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of English grammar and composition; public relations principles and strategies; research techniques and statistical gathering of information; accepted styles for materials released to media (including Associated Press format); and media sources and their capabilities.
- Ability to write and edit; research, gather and organize pertinent data; uphold and practice public relations principles; deliver information presentations; establish and maintain effective working relationships with others; and communicate effectively
- Intermediate skill level with personal computer using MS Word and Excel
- Ability to work with short and often demanding deadlines
- Organize and manage time effectively

EDUCATION AND EXPERIENCE

Bachelor's degree in journalism, communications, English or a related field with five years of professional public relations or journalism experience. Experience working in healthcare or insurance industry a plus.

ADDITIONAL REQUIREMENTS

Must be willing to travel, with occasional overnight stay required. Individual may be required to pursue NAIC designations as job duties require. **Must pass a background check**

NOTE: Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html
EEO/AA