



CAREER OPPORTUNITY October 4, 2018

Assistant Legislative and Public Relations Director

We are searching for an individual to support our multi-faceted legislative and public relations activities designed to provide vital human service information to Constituents and Missourians. Responsibilities include: Monitoring the legislature including but not limited to: Attending committee hearings and taking notes; listening to the legislature's floor debates; interacting with elected officials; and reading and summarizing legislation. This position is also responsible for Public relations including but not limited to: organizing public listening events; Social media curation and monitoring; travelling to regional offices to interact with staff; and devising public relations campaigns improving the reputation of and increasing the visibility of the department and its services.

This position may be required to register as a lobbyist with the State of Missouri. The candidate may be required to work non-traditional hours and may be able to work from home/flex-time after training period. In state travel will be required.

QUALIFICATIONS: Desired qualifications include a degree with specialization in marketing or public relations or a related field OR Substantial experience in a related field. Social media experience is a bonus. Candidate must have an interest in politics, strong written and verbal communication skills, critical thinking skills, reading comprehension, note taking ability, and organizational skills.

SALARY: Salary commensurate with expertise (Max. \$43,560)

BENEFITS: In addition to a competitive salary commensurate with expertise, we offer an attractive benefits package including coverage under the Missouri State Employees Retirement System, Missouri Consolidated Health Care Plan, deferred compensation plan, sick and annual leave and insurance benefits.

TO APPLY: The deadline to apply is October 26th Submit a [DSS application](#), a letter of interest detailing how your qualifications prepare you to champion this position, a resume, and a list of references to: Dawn Plybon at dawn.m.plybon@dss.mo.gov

For information about DSS, visit our website at <http://www.dss.mo.gov/>. For information about Jefferson City, Missouri, visit <http://www.dss.mo.gov/hrc/jobs/mopromo.pdf>.

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