

Public Relations Coordinator

OUR MISSION... *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Hiring Salary Range: \$69,600.00 – \$75,000.00

Starting salary commensurate with experience

Location: Atlanta, GA

Opens: November 28, 2017

Closes: Open until Filled

This position is subject to close at any time once a satisfactory applicant pool has been identified.

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

GSFIC will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Public Relations Coordinator



Website: www.gsfic.ga.gov

Position Overview

Duties: The Public Relations Coordinator will oversee all internal and external public affairs communications for the Georgia State Financing and Investment Commission (GSFIC), the Georgia Building Authority (GBA) and the State Properties Commission (SPC) and will function as the primary point of contact for media and legislative relations. This will include board communication strategies, public affairs, community relations, and open records requests.

Minimum Qualifications: Bachelor's degree in journalism, communications, marketing or public relations and four (4) years of professional level experience in public relations, communications, marketing, government and/or community relations OR High School Diploma or GED and eight (8) years of professional experience in public relations, communications, marketing, government and/or community relations.

Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess one or more of following:

- Accreditation in Public Relations Certification (APR)
- State Government Experience

Competencies: Effectively communicates thoughts, ideas and facts orally and written; committed to quality service; challenges others to succeed; short-term and long-term focus; and coordinates plans for multiple projects. Ability to adapt and lead in a changing environment. Applicant must possess exceptional listening, and organizational skills. Must possess critical thinking skills.

Technical Competencies: Strong knowledge of Microsoft Office products and visual design. Effective time management skills, including the ability to multi-task and maintain a high level of organization. Excellent customer service and teamwork skills; ability to thrive in a fast-paced team environment. Ability to identify and understand issues, problems and opportunities and determine appropriate course of action. Demonstrated ability to maintain confidential and sensitive information. Ability to handle multiple tasks simultaneously and meet deadlines.

Working Conditions: The work is performed in an office environment. Travel for this position is 5% - 15%.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status. The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

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GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.