



Multimedia Journalist (Tweet Master)

Full-Time | \$45 - \$50K | 7551 Metro Center Drive, Austin, TX 78744

MUST PROVIDE A WRITING SAMPLE WITH APPLICATION

The Multimedia Journalist supports the implementation of strategic communication programs for the Office of Injured Employee Counsel (OIEC). OIEC assists, educates and advocates for the injured workers of Texas. This position is responsible for monitoring agency news, creating news releases, and implementing and collaborating on projects for internal and external stakeholders. Leads the social media and assists with communications and public affairs activities for OIEC. We are looking for someone who is a stellar, self-starter who knows how to prioritize and organize work and see projects through to completion. Must be positive and detail oriented.

This position

- leads the agency's social media presence using original content creation and cultivation;
- demonstrates passion for social business; an eagerness to learn and share best practices;
- will synthesize complex data and information into brief and understandable text;
- develops and manages e-newsletters, surveys, video and other related multimedia resources;
- assists with all digital and print communications;
- assists with the coordination of agency outreach programs and external education services and tracks results;
- assists in the creation of presentations;
- problem solves and generates ideas;
- contributes to the agency's website content and development including maintenance and updating of website; and
- collaborates well with others.

JOB DETAILS

Job Posting #18-066

Title

Multimedia Journalist (Tweet Master)

Classification Title

Information Specialist II

Location

7551 Metro Center Drive, Suite 100
Austin, TX 78744

Salary

\$45,000 - \$50,000/year
(\$3,750 - \$4,166.67/month)

Travel

15%

Open Date

11/6/2017

Application Deadline

Until filled

Status

Internal/External

Pay Group

B17

MOS Codes

46Q, 46A, MC, 340, PA, 4502, 3NOX0, 3NOX2

Required knowledge

- Microsoft Office (Word, Excel, PowerPoint and Outlook);
- Adobe Photoshop and social media products; and
- use of correct grammar, punctuation and spelling.

Required skills

- strong editorial skills with attention to detail;
- excellent project management and organization; and
- handling multiple, competing priorities and solving problems.

Required ability to

- write, and create content;
- present information;
- use technology to facilitate solutions;
- manage multiple, competing priorities;
- work independently and collaborate with team members;
- establish and maintain effective working relationships with a variety of individuals and groups; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

Qualifications

Graduation from an accredited four-year college or university. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- one year experience in communications (social media, graphic design and presenting information).

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Preferences for this position include experience:

- Cascade CMS, Adobe Illustrator, InDesign and Articulate Storyline software;
- video production;
- maintaining and updating website content; and
- managing a company's social media presence.

How to apply

Complete and submit the State of Texas Application or questions to jobs@oiec.texas.gov. Visit www.oiec.texas.gov/contact/jobs.html for more information.

To receive VETERAN'S PREFERENCE

Applicants must provide at least one of the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 46Q, 46A, MC, 340, PA, 4502, 3NOX0, 3NOX2
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.