



TOUGALOO COLLEGE

TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: A Director of Communication and External Relations which is responsible for effectively developing, leading and implementing a broad range of communications, marketing, and public relations activities in support of the strategic direction and positioning of the College. S/He will develop a comprehensive communications and marketing plan, along with brand standards, that promotes, enhances, and protects the College's brand reputation. Direct all media relations, including crisis communication, for the College to ensure accurate and timely coverage of events and news and the dissemination of information to print and broadcast media sources, digital, social media and website to the general public, and specialized target groups. Serve as Public Information Officer (PIO) for the College and provide communications counsel to the leadership team, including media crisis management. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under stress to meet competing deadlines. This position may require travel, including overnight, working irregular hours including weekends as needed.

Experience/Qualifications:

1. Passion for Tougaloo College's mission and a champion for higher education with a passion for creativity in a fast-paced work environment.
2. Ability to balance strategic development and day-to-day operation responsibilities.
3. Expert interpersonal skills and the ability to think strategically.
4. Ability to research, plan, prepare and execute an idea with creativity and an eye for detail
5. Extensive successful writing and editing experience (internally and externally focused) with a variety of print and online communications media.
6. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with different constituents.
7. Demonstrated ability to handle complex tasks, manage time effectively, work independently, work effectively as a leader and team member and make sound judgement decisions.
8. Strong attention to detail with a keen eye for grammatical errors.
9. Highly organized and able to prioritize under pressure.
10. Intimate experience and knowledge in Constant Contacts and Sprout Social is a plus.

Date of Position Opening: March 2, 2021

Application Deadline: Open until filled.

Salary: Commensurate with experience.

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER