



TOUGALOO COLLEGE

TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: The Communications and Logistics Liaison will develop communications content for all advancement-related correspondence, messaging, brochures, articles, mailers, reports, appeals, speeches, scripts, campaigns, collateral materials, publications and digital platforms for the Division of Institutional Advancement. S/He will effectively plan, organize, manage and execute all event logistics for Institutional Advancement, including the Athletic Fundraiser, Annual Business Luncheon, Two Rivers Gala, and donor receptions, along with providing support for other College-related events such as Commencement, Founders' Week and third party events. Maintain master divisional calendar and track all event goals, budgets, timelines and agreements/contracts. Coordinate and execute pre-planning logistics and day-of-event event logistics to include preparation, set-up, and tear-down at event sites and/or venues, along with serving as point of contact for décor, sound, lighting, photography and videography. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under pressure to meet competing deadlines. S/He may be required to travel overnight and work extended or irregular hours including weekends as needed.

Experience/Qualifications:

1. Bachelor's degree in Communications, Public Relations or a related field with three to five years of experience in managing major events and digital media.
2. Demonstrated leadership with an entrepreneurial, collaborative and results-oriented approach to lead and drive the production of high quality events.
3. Ability to maintain creativity while working in a fast-paced work environment.
4. Experience managing and implementing multiple projects.
5. Excellent relationship management and interpersonal skills with an ability to work effectively and display superior judgment and diplomatic skills.
6. Excellent verbal and written communications skills.
7. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Project) and strong knowledge and experience in social media and constant contacts.
8. Flexibility to work late evenings and occasional weekends due to the nature of our events.
9. Demonstrated ability to write creatively for various audiences.
10. Strong organization, planning, and problem-solving skills.
11. Ability to work well independently and within a team.
12. Strong attention to detail with a keen eye for grammar.
13. Highly organized and able to prioritize and produce under pressure.

Date of Position Opening: November 22, 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

HR/10/28/19