



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	COMMUNICATION SPECIALIST
POSITION NUMBER:	00052882
LOCATION:	PRESS OFFICE - ATLANTA, GA
POSTING DATE:	JANUARY 14, 2015
APPLICATION DEADLINE:	JANUARY 20, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	10
ENTRY SALARY:	\$35,000.00

DESCRIPTION OF DUTIES: The Communications Specialist is responsible for the following:

- Manage all Georgia Grown and GDA Social Media with direction from the Director of Communications and the Marketing Division
- Work with Marketing Division to execute Georgia Grown Newsletter (develop story ideas, create, distribute, etc.);
- Write 'Georgia Grown Gold' and member profiles for the Market Bulletin and the Georgia Grown newsletter;
- Assist Market Bulletin Editor in editing ads;
- Assist with the Market Bulletin Blog;
- Responsible for website updates for the Georgia Grown website;
- Coordinate with Web Master on GDA website updates;
- Email Morning News Briefs;
- Assist Director of Communications with all media requests the department receives regarding Georgia Grown and GDA;
- Draft and distribute press releases and media advisories as needed;
- Assist in setting up interviews and briefings for the Commissioner and other staff;
- Assist the Marketing department in all Georgia Grown promotions, including earned media, magazine articles, event promotion, event staffing, and content for members, including programs involving the Pick, Cook Keep partnership, Executive Chef Program, and Feed My School/Test Kitchen
- Manage and oversee the intern for the Communications Department;
- Assist in all other needs of the Communications Department; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

One year of experience at the lower level or at an equivalent position OR one year of experience in a customer service setting communicating information OR two years of college education

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Completion of a bachelor's degree in communications, public relations, or English;
- At least two years of experience in customer service, public relations and/or writing/editing publications;
- Knowledge of computer software (Microsoft Word, PowerPoint, Excel, Publisher, etc.); and
- Experience public speaking or making presentations.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.