



**PLEASE POST**

SEPTEMBER, 2021

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**ANNOUNCEMENT OF VACANCY  
COORDINATOR FOR PUBLIC RELATIONS**

The Mississippi School for Mathematics and Science is accepting applications for the position of Coordinator for Public Relations. This person will be located in the Office of Advancement and Admissions. The primary responsibility is creating and maintaining a favorable public image. In addition, this person will find creative ways to tell the MSMS story to various constituents.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

**RESPONSIBILITIES**

- Manage internal and external communications
- Maintain up-to-date website content
- Coordinate timely release of information through various media outlets
- Publish newsletters
- Create marketing and promotional materials
- Design and launch marketing campaigns
- Promote school outreach activities
- Maintain constituent databases

**DESIRED SKILLS/CHARACTERISTICS**

- Superb writing skills
- Ability to prioritize and plan effectively
- Self-Motivated
- Creative
- Excellent communication and interpersonal skills
- Strong team member
- Outstanding technology skills (i.e. experience working with databases, Microsoft Office, social media, etc.)

**MINIMUM REQUIREMENTS**

1. Education: Bachelor's degree in related area
2. Experience: 3 years (desired)

**POSITION DETAILS**

1. Beginning salary: \$37,000 - \$40,000, depending on qualifications
2. 12-month position
3. Mississippi state insurance and retirement benefits

Applications will be accepted until the position is filled. The expected start date is **November 1, 2021**. All applications will be acknowledged but only selected candidates will be interviewed. To apply, email a cover letter and resume to [amoore@themsms.org](mailto:amoore@themsms.org) or by visiting <https://themsms.org/about/employment-opportunities/>.

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**THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.**