



## MISSOURI PUBLIC SERVICE COMMISSION

### *JOB OPPORTUNITY*

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#### **PUBLIC INFORMATION COORDINATOR**

The Missouri Public Service Commission is seeking to fill the position of Public Information Coordinator with a self-directed, organized, energetic individual who enjoys interacting with a diverse and extensive range of contacts, including the news media, general public, state and local officials, utility industry representatives and with public, private, labor, business, and civic organizations. The position is based in Jefferson City, with travel to sites across the state. Duties include journalistic and public speaking activities, maintaining and expanding social media presence and also manage and maintain the PSC website, developing publications and materials to further public understanding of utility regulatory issues and the functions of the PSC, and providing assistance to the Legislative Coordinator.

**QUALIFICATIONS:** Two years of professional experience in public relations, advertising, information research and dissemination; consumer education or journalism; and graduation from an accredited, four-year college or university with specialization in journalism, advertising, public relations, or closely related areas is required. (Professional experience in related area may be substituted on a year-for-year basis for the required formal education. A year of graduate education in any of the areas of specialization listed above may be substituted for one year of experience); or, one year as a Public Information Specialist II. Working knowledge of personal computers and related software, excellent written and oral communication skills, organization skills, understanding of social media aspects, and proven ability to meet deadlines is required. Knowledge of publication software and website maintenance software/tools is also required. Must have the ability to effectively interact with diverse audiences.

Annual starting salary range is \$37,548 to \$46,068, commensurate with experience. To be considered for this position, send an application, resume, a copy of all transcripts and a one or two page writing sample by 5:00 pm **November 20, 2015** to: the Missouri Public Service Commission, **Reference #AD071115**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to [pscjobs@psc.mo.gov](mailto:pscjobs@psc.mo.gov). For additional information, visit [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

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