

POSITION ANNOUNCEMENT

COMMUNICATIONS AND GOVERNMENTAL RELATIONS COORDINATOR

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for Communications and Governmental Relations Coordinator. This position reports to the Associate Director of Planning and Policy.

RESPONSIBILITIES INCLUDE:

- Performs the daily operations of media relations and public relations.
- Write speeches, opinion editorials, articles, resolutions, citations, on behalf of the Commission and its various programs.
- Create drafts of potential legislation related to higher education in Alabama.
- Coordinate research projects related to inquiries from other agencies, the Governor's office and legislators.
- Prepare ACHE's Annual report.
- Monitor ACHE's strategic plans and report annual progress and strategy modification.
- Conducts a program of public information to inform citizens of matters of importance to higher education in Alabama.
- Maintains positive relationship with communication and public relations staff of colleges and universities and other public and private sector groups.
- Seeks opportunities for media presentations by the Executive Director, other senior staff and Commission members.
- Serves as the spokesperson for the Commission on issues of current interest to the media and the citizens of Alabama.
- Writes commendatory letters to various people who have made important contributions or received significant honors for signature by the Chairperson and Executive Director of the Commission.
- Presents briefings, reports, and recommendations to the Commission.
- Serves in support of the Executive Director on all legislative matters.
- Attend meetings and events on behalf of ACHE and the Executive Director.
- Maintains ongoing contact with legislators to keep them informed about higher education issues.

EDUCATION / KNOWLEDGE REQUIREMENTS:

- Master's degree from a regionally accredited four-year college or university.
- Doctorate is preferred.
- Two (2) years of experience performing professional level communication in public relations.
- Statistical/research writing experience is required.
- Knowledge and experience with Microsoft Excel and Microsoft Word are preferred.
- Effective oral and written communication skills.
- Ability to work as a member of a team and to work independently.
- Must be detail oriented and organized.

APPLICATION DEADLINE: Position opened until March 15, 2025

SALARY: \$81,591.79.

TO APPLY: In order for the application to be considered complete, the applicant must submit the following: (1) a cover letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) a resume and (3) an ACHE Application (application may be found on www.ache.edu under "About Us/Employment Announcements"). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested for the selected finalist.

SUBMIT TO: Jacinta Whitehurst, Administrative Assistant/Office Manager at jacinta.whitehurst@ache.edu

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER