Multimedia Communications Specialist

The Multimedia Communications Specialist serves as a dynamic content creator for all digital and social platforms at the Arizona Board of Regents. The position would work collaboratively with the communications team to create videos, social media content, written materials and graphics to support the board’s messaging and strategic initiatives.

The Multimedia Communications Specialist works across the Arizona university enterprise system to create compelling messages in a strategically coordinated, brand consistent fashion. Supports implementation of the board’s social media strategies, curating and creating content, managing regular posts, and optimizing content for each platform while ensuring content is aligned with the board’s brand and online presence. Monitors social media channels, analyzes social media posts and provides reports on user engagement, tools, and metrics. Shoot and edit videos for use on various platforms. Composes, edits and fact checks a variety of written materials. Assists with responding to media inquiries and requests for interviews. Assists with the organization of events and provides event day support.

The successful candidate must have excellent written communication skills; proficient in A.P. style; background in social media and the ability to analyze social media analytics; a background in video storytelling and editing; the ability to work independently; the ability to pay attention to detail; strong organizational skills; effective interpersonal relations skills; the ability to quickly change priorities and meet tight deadlines; and the ability to work in and foster a collaborative environment. Monitor social media channels for relevant information pertaining to the board.

Minimum Qualifications:
Minimum qualifications include a bachelor’s degree in journalism, public relations, communication or related field and three years of related work experience in the development of comprehensive and creative communications or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

The first review of applications will be August 9, 2021. Applications will continue to be accepted and reviewed each week until the search is closed.

Applicants should send a cover letter, current resume, two writing samples, examples of social media and video posts and the names and phone numbers of three professional references who are able to speak to the desired qualifications listed above to:

   Human Resources
   Arizona Board of Regents
   2700 N. Central Avenue, Suite 400
   Phoenix, AZ 85004
   HR@azregents.edu

*The Arizona Board of Regents is a committed equal opportunity and affirmative action employer.*