



Public Affairs Coordinator

The Public Affairs Coordinator provides specialized support for varied projects, community outreach, media relations, advocacy, marketing, events, and communication initiatives. This position reports to the Public Affairs Specialist.

The Public Affairs Coordinator supports development of daily news clip newsletter. This position assists with implementation of the board's social media strategies, including curating and creating content; analyzing social media posts and providing reports on user engagement, tools, and metrics; monitoring social media channels for relevant information pertaining to the board; and development of social media content for additional board websites. Provides event support and assists with the organization of events, including Regents' Cup. Supports writing projects for a variety of materials such as news releases, fact sheets, and media advisories. Maintains and updates various distribution lists, including daily clips, media, community and business leaders, and legislators. Supports administrative needs of communications team, assisting with meeting scheduling and completion of travel reimbursement.

Successful candidate must have excellent organizational skills and written communication skills; the ability to work independently; 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.

Minimum qualifications include a bachelor's degree in communications, public relations, marketing or related field and experience in the support of academic public affairs and communications OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

Send cover letter, résumé, names, and telephone numbers of three references to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately and will continue until position is filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.