

**State of Washington
Dept. of Social and Health Services
invites applications for the position of:
DSHS Communications Manager**



SALARY: \$58,284.00 - \$76,464.00 Annually

OPENING DATE: 01/31/18

CLOSING DATE: 02/15/18 11:59 PM

DESCRIPTION:

We're searching for a Communications Manager (Communications Consultant 5) for the Division of Behavioral Health and Recovery. As the Communications Manager you'll address key communication issues related to substance use and mental health promotion, prevention, intervention, treatment and recovery support services.

You'll plan, organize, direct, and control an extensive communications and health promotion program, including contract and budget development and monitoring. And, you'll advise administrators regarding public reaction to proposed programs and policies and communications with the news media and general public.

The Communications Manager determines the need and type of information and education programs; establish objectives of an information program; evaluate effectiveness of information and public relations activities and recommend changes as needed.

DUTIES:

In this job you will:

- Advise our Director and management staff on DSHS public information policies, procedures, issues and strategies, and participate in management decision-making process.
- Serve as information manager responsible for developing and managing complex public information and education activities, including developing and implementing policies, goals, strategies, objectives and research processes.
- Develop, manage and approve content for division and coalition web-sites, publications and social media and coordinate activities with the DSHS Office of Communications.
- Initiate, develop and manage procurements, budgets and contracts for education campaigns.
- Assist with the coordination of DSHS public information policy and activities, and coordinate and collaborate with other governmental agencies.
- Respond to requests for information and technical assistance from community, state and national constituents and partners; coordinate information dissemination with appropriate local, state, and federal officials.

QUALIFICATIONS:

We're looking for someone who has:

- A Bachelor's degree involving major study in journalism, communications, public relations, or closely allied field.

AND

- Four years of professional experience in information, journalism or public relations.

Desired Experience:

- Knowledge of:
 - Methods of determining needs for public information and education;
 - Best practices for social marketing and health communications;
 - Methods and techniques of evaluating effectiveness of public education programs, procedures, and techniques;
 - Plain talk principles and writing for the web;
 - Contract development and management;
 - State government and departmental organization, processes, programs and functions.
- Ability to:
 - Advise top management officials regarding program impact upon public;
 - Organize, prepare, and present comprehensive public information and education programs utilizing effective media for target audiences;
 - Write and speak effectively;
 - Select effective methods and techniques of disseminating a variety of information.

In addition to your online application you'll also include:

1. A comprehensive, current detailed resume including dates of employment and supervisor contact information
2. A letter of interest describing your skills and experience as they relate to the qualification outlines in this job announcement
3. Three professional references including names and current contact information
4. Two current writing samples, no more than three pages each.

Should you have questions about this job, please contact Michael Langer at 360-725-3740.

If you have questions about the application process, please contact [Lynette Ryder](#) at 360-829-4956 referencing 00754.

SUPPLEMENTAL INFORMATION:

Prior to a new hire, a background check including criminal record history may be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job. This announcement may be used to fill multiple vacancies. Employees driving on state business must have a valid driver's license. Employees driving a privately owned vehicle on state business must have liability insurance on the privately owned vehicle.

Washington State Department of Social & Health Services is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, creed, color, national origin, religion or beliefs, political affiliation, military status, honorably discharged veteran, Vietnam Era, recently separated or other protected veteran status, the presence of any sensory, mental, physical disability or the use of a trained dog guide or service animal by a person with a disability, equal pay or genetic information. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the Recruiter at (360) 725-5810. Applicants who are deaf or hard of hearing may call through Washington Relay Service by dialing 7-1-1 or 1-800-833-6384.

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