

State of Alaska
RECRUITMENT NOTICE
**Special Assistant to the Commissioner – Alaska Department of Education & Early
Development**

The Department of Education & Early Development (DEED) is seeking an experienced communications and marketing specialist to complete our executive office team. This position will direct public information and communication activities of the department and represent the Commissioner at meetings and to the media. The incumbent will play an integral role in producing public information for the Department of Education, including articles, speeches, letters, submissions to government bodies, responses to public information queries, information campaigns, and publicity. They will write scripts, produce video messages, and create advertisements for print, video, and social media. The successful candidate will manage social media content, including creating content, planning meaningful engagement, and coordinating efforts with DEED's divisions and other education organizations.

The incumbent will be a key member of the Commissioner's team, providing research on current trends in education policy nationwide, providing information to the Commissioner and producing reports for stakeholders. They will work closely with the Legislative Liaison to analyze proposed legislation and its potential impacts on the public education system in Alaska. The Special Assistant is involved in special projects and initiatives, such as the "Paint the Plane" project where students drew the designs for the Alaska Airlines statehood plane. Duties of this position may require the incumbent to work irregular hours and occasionally more than five days per week.

This is a partially exempt position at a Range 21. The appointment is subject to the Governor's approval. This position is eligible for telework, but some in-person attendance is required. Starting salary may vary depending on the location and experience of the selected candidate but will be no less than \$2,967.75 biweekly (\$77,161.50 annually).

DESIRED QUALIFICATIONS:

- Bachelor's degree in education, public administration, political science, journalism, marketing, or a closely related field, or equivalent training and experience.
- Five years of experience in the fields of education, communication, marketing, or government relations.
- Experience with multimedia technology, including graphics, audio, video, and social media.

DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE:

- Strong interpersonal skills, particularly the ability to communicate effectively with staff, the State Board of Education, school districts, and tribal organizations statewide.
- Extensive experience liaising with a variety of stakeholder entities including government agencies, school and district leaders, and tribal organizations.
- Understanding of the unique challenges of providing an excellent education for every student in rural schools and schools with highly diverse populations.
- Ability to travel to remote/rural locations across Alaska.

HOW TO APPLY:

Applicants shall submit a cover letter describing their qualifications and experience, a current, complete resume/CV, and a writing sample responding to the prompt below.

Writing Prompt: Write a speech for the Commissioner to deliver to a group of college students enrolled in an elementary teacher preparation program at the University of Alaska about the importance of reading at grade level by the third grade.

Materials must be delivered to the address below not later than 4:30 p.m. Alaska time, May 23, 2024.

Office of Human Resources
Special Assistant - Communications Recruitment
Department of Education & Early Development
P.O. Box 110500
Juneau, AK 99811-0500

Alternatively, materials may be e-mailed to bobjo.grimes@alaska.gov.

For more information about the position, contact Bobi Jo Grimes, Human Resources Business Partner, at 907-465-5536.

Candidates who will be interviewed will be notified by the end of May and will be interviewed in early June.

The State of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or (907) 465-4095 in Juneau or (907) 465-2815 (TTY).