

COMMUNICATIONS & DEVELOPMENT ASSOCIATE
Alabama Department of Archives and History, Montgomery, Alabama
www.archives.alabama.gov

State of Alabama Personnel Classification(s):
11044-003 – Communications and Public Relations Specialist General Option
Annual Salary Range: \$37,612.80 - \$62,894.40

The Alabama Department of Archives & History (ADAH) seeks a creative and self-motivated Communications and Development Associate. Under the direction and supervision of the Communications Coordinator, this person will manage the ADAH's social media accounts, assist with executing the agency's marketing and development programs, provide graphic design support, and assist with other special projects and public events.

Essential Job Duties:

- Manage and assist in the development of content for the ADAH's social media accounts (Facebook, Twitter, Instagram, and YouTube) to increase public awareness about the ADAH and to support promotional efforts for agency programs, resources, exhibits, K-12 opportunities, and other initiatives and services.
- Assist the Communications Coordinator with the implementation of the ADAH's marketing strategies to promote public awareness of the agency's programs and resources to audiences across the state. This includes drafting press releases, creating content for public communications, designing digital and print promotional materials, maintaining regular contacts with the media, and assisting with special projects and events.
- Provide support to the agency's development program including assisting the Development Specialist with the creation of promotional materials for fundraising campaigns, logistics for donor events, and routine administrative needs of the Friends of the Alabama Archives and the Alabama Archives and History Foundation, 501(c)3 auxiliary organizations which exist to support the mission of the agency.
- In collaboration with staff, provide graphic design for agency promotional materials, museum exhibits, publications, and other design needs across the agency.
- Other duties as assigned.

This position will require occasional weekend and afterhours work and some travel, mostly within the state of Alabama.

Minimum Requirements (Communications and Public Relations Specialist):

- Bachelor's degree from an accredited* four-year college or university in Journalism, Public Relations, Communications, English, or a closely related field.
- Two years of professional experience in the field of public relations, public information, communications, print journalism, broadcast journalism, or related media promotional/information experience. (Note: A Master's degree from an accredited college or university in Journalism, Public Relations, Communications, English, or a closely related field may substitute for one year of the required experience, provided the applicant possesses a qualifying Bachelor's degree.)
- A valid driver's license.

Preferred Knowledge, Skills, and Abilities:

- Experience effectively managing social media accounts and developing strong, compelling content.
- Strong organizational skills, including the ability to manage multiple tasks and projects simultaneously.
- Excellent verbal and written communication skills.
- Interest in and knowledge of Alabama history
- Ability to interact professionally and appropriately with staff, volunteers, visitors, donors, and other stakeholders.
- Skilled in using Adobe graphic design programs including InDesign, Illustrator, and Photoshop.
- Working knowledge of Microsoft Office Suite and Microsoft Teams

The [Alabama Department of Archives and History](#) was founded in 1901 and serves as the Alabama state archives and state history museum. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21st century. The agency is located within the Capitol Complex in downtown Montgomery, Alabama.

This a State of Alabama Merit System position.

The official state job announcement(s) can be found below. Please apply according to your qualifications. Applicants will be considered from both classifications.

Communications and Public Relations Specialist

https://www.personnel.alabama.gov/Documents/Announcements/103727_A.pdf

Application Procedure:

1. Apply to the State Personnel Department:
 - Complete the State of Alabama Application available at <https://personnel.alabama.gov/Downloads/StateApp.pdf> or create a profile and apply online at <https://www.personnel.alabama.gov/OES/Login.aspx>.
 - Application process questions may be answered at <https://www.personnel.alabama.gov/Process>.
 - Submit the application to State Personnel and include transcripts.

2. After applying to the State Personnel Department, submit the following documents via email to **georgiaann.hudson@archives.alabama.gov**:
 - Cover letter (including availability details and salary requirements)
 - Resume
 - Examples of previous graphic design work
 - Academic transcripts
 - *Applicants must submit an official college transcript for each *accredited postsecondary academic institution attended. Original transcripts issued to students will not be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will not be accepted.
 - Copy of application submitted to the State Personnel Department
 - List of professional references including contact information

Applications will be accepted until the position is filled. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is spring 2024.



Georgia Ann Hudson, Communications Coordinator

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