

Arizona State Retirement System

*For more than a half-century, the Arizona State Retirement System (ASRS) has provided retirement, health insurance and long term disability benefits to employees of the state, counties, municipalities, universities, community colleges, school districts and other political entities. We are a top performing benefit plan administrator with a solid reputation and sustainable plan design. Our organizational culture is based on the following principles; **Professionalism, Results, Improvement, Diversity and Excellence**. We believe in delivering service with **PRIDE**. Check out our webpage, Azasrs.gov, to learn more about the ASRS.*

Communications Specialist

Location: Phoenix

Compensation: DOE – Up to \$51,000 + **Excellent Benefits**

JOB DESCRIPTION:

ASRS' Strategic Planning and Analysis is seeking a proactive and self-directed Communications Specialist to:

- Develop and design communications, including but not limited to: newsletters, guides, brochures, handbooks, reports, presentation materials, flyers, infographics and web graphics
- Develop, research and write content; proofread and edit third-party content for accuracy and consistency
- Provide expertise and assistance to agency divisions in the development, preparation, design, layout, copy editing and distribution of communication pieces
- Serve as backup to digital communications, assisting with social media and web content
- This position will report to the Digital Communications Manager

KNOWLEDGE, SKILLS & ABILITIES:

- Principles and practices of marketing, advertising, promotions and mass communications as applied to public information functions
- Best practices in writing, design and digital media development
- Advanced level use of professional graphic design/audio/visual/layout software programs (Adobe) and production technologies
- Intermediate to advanced written, verbal and presentation communication skills; editing and proofreading
- Effective research, organizational and multi-tasking skills
- Excellent time management skills and ability to coordinate project stages in order to meet deadlines
- Ability to form and maintain effective working relationships and communicate with stakeholders while working both independently and within a collaborative team environment
- State and federal communication regulations and administrative regulations, policies and procedures
- Rules, regulations, policies, and procedures that pertain to ASRS programs
- Read, comprehend, accurately interpret, apply, and thoroughly, concisely, and accurately summarize in communications complex administrative policy and regulatory laws and procedures

IDEAL CANDIDATE:

- A Bachelor's degree in marketing, communications (with an emphasis on visual communications), or graphic design
- Three to five years producing, designing and editing print communications
- A combination of relevant education and experience may be considered

BENEFITS:

The State of Arizona offers a comprehensive benefits package, including medical, dental, vision, wellness, life insurance for employees and dependents, short and long-term disability, and flexible spending accounts. Another benefit to working for the ASRS is the excellent retirement program provided to our employees. We are located in midtown Phoenix, within walking distance from the Light Rail. We also provide free covered parking. We provide a stable work environment and an atmosphere that fosters a healthy work-life balance.

Please visit [Total Compensation](#) to learn more about benefits offered to our employees.

HOW TO APPLY:

Current employees are to apply through the Opportunities link in the MAP application.
External applicants apply online at Azstatejobs.gov, **Job ID 19833**.

First review of resumes will be completed by 12/04/2015.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.
All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.
Candidates selected for hire will be subject to a background investigation to include credit and criminal history.
pref1, pref2, pref3, pref4