

RECRUITING ANNOUNCEMENT

Communications Director

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Communications Director to oversee all external/internal communication activities.

Core Functions & Responsibilities

- Oversee strategic communications, marketing and media relations for Nevada GOED and its portfolio of economic development programs and incentives
- Manage marketing budget and direct public relations and marketing vendors in production of assets, including website, newsletters, collateral and videos
- Advise and support Executive Director in execution of state strategic plan and promotion of Nevada's business climate
- Write and disseminate news releases, speeches, presentations, newsletters, collateral and digital, including website and social media
- Field media inquiries with ability to recommend responses and serve as on-the-record spokesperson as needed
- Manage public records requests as GOED's Public Records Official
- Maintain and update GOED's website: diversifynevada.com
- Develop local, state and national contacts with media covering business and economic development
- Coordinate messaging with regional development authorities, higher education and intergovernmental partners
- Assist with special projects and other duties as assigned

Knowledge/Skills/Abilities

- Strong writing and public speaking skills
- Ability to work effectively with colleagues across diverse geography and subject matter to accomplish organizational goals

Education and/or Experience

- Bachelor's degree in public relations, communications, journalism, business or a related field
- Minimum five years of relevant experience, preferably in corporate or public sector

Salary and Benefits

\$85,000 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location

Las Vegas, Nevada

Travel Requirements

Frequent travel within the state and some out of state travel is required.

To Apply

Please forward resume via email to Michelle Sibley at: msibley@diversifynevada.com, or by mail at:

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.