



Silver State Health Insurance Exchange

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exchange.nv.gov

JOB ANNOUNCEMENT: COMMUNICATIONS SPECIALIST

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

POSITION SUMMARY: The Silver State Health Insurance Exchange (Exchange) is seeking an experienced Communications Specialist (CS) to support integrated communications and organizational communications assignments and deliverables. This position supports the Communications Officer with the creation of key messaging for the public. The ideal candidate will have exceptionally strong writing skills, be highly motivated and self-driven. Previous experience with executive communications, internal communications, training, public relations, marketing and advertising would be beneficial in this role.

Primary responsibilities include creating and writing communications plans and campaigns, developing strategies to spread key messages through internal and external social media and targeted email, and supporting large agency events. Presentations to community organizations throughout Nevada will be required. The ability to weave humor, data, quotes and inspiring stories into communications to captivate and motivate audiences is preferred. Prior on-camera and executive communications experience is a plus, but not required. Web content management experience is also beneficial.

The Communications Specialist (CS) will be required to lead statewide communication and training efforts involving Brokers, Agents, Navigators, Enrollment Assistants, and Certified Application Counselors, providing education in the latest developments in the Exchange to facilitate enrollment in a qualified health plan through Nevada Health Link. A major function of this position will be to develop and maintain a qualitative online training program that educates Producers and Exchange Enrollment Facilitators on the Affordable Care Act, enrollment processes and changes made to policies and federal regulations regarding the Exchange.

The CS will conduct post-enrollment assessments focused on the enrollment community, analyze results and make recommendations for continued operations as directed by Exchange management.

SALARY AND BENEFITS: Salary range is up to \$63,046 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.5% starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

QUALIFICATIONS/REQUIREMENTS: Bachelor's degree from an accredited college or university in education or a related field **OR** an equivalent combination of education and experience. Advanced proficiency with PowerPoint and Word, strong working knowledge of internal and external social media platforms, demonstrated expertise developing content for web and print environments.

LOCATION/TRAVEL: The position is based in Las Vegas, NV. Travel (may be up to 50% of time during and just prior to Open Enrollment) in-state and out-of-state is required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

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Chief Operations Officer
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