



#### DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

#### DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

#### DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

#### Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



## Creative Services Coordinator

### Executive Admin Assistant 2

Job Location: 505 Deaderick Street, Nashville TN, 37243

#### ABOUT POSITION

The DHS Public Information and Legislative Office (PILO) facilitates public, media, legislative, and customer requests. The communications team within PILO has a dual focus on both external and internal communication. External communication efforts include proactive public relations strategies, social media outreach, and responding to media requests and inquiries. Internal communication efforts include employee and partner outreach through collaboration, newsletters, and a variety of communication materials. Together, the communications team works to implement communications strategies that are supportive of the Department's mission and program needs.

The Creative Services Coordinator reports to the Director of Communications and would play a key role in developing the visual aspects of communication strategy, assist with content development, assist in enhancing DHS' web presence, and more.

#### RESPONSIBILITIES

- Create visual concepts to communicate ideas that inspire, inform, or captivate audiences.
- Develop layout and production design for various communication materials (flyers, annual reports, digital signage, brochures, both in print and digital formats) to create consistency and enhance the DHS visual image.
- Serve as primary web content producer for DHS, including making content changes, building web pages using the Adobe content management system, proofreading web pages for errors, inconsistencies, and make corrections as needed. Amplify web presence and effectiveness of both internal and external websites.

- Serve as a liaison on various projects involving state, local, and community partners as it relates to communication efforts.
- Support PILO team, including the Director of Communications, Press Secretary, Assistant Commissioner, and other team members on various projects.

## QUALIFICATIONS

- Graduation from an accredited college, university, or technical school in which communications and/or graphic design was the applicant's primary area of study.
- 2-3 years of graphic design work experience
- Ability to work with a multi-disciplinary group of colleagues clearly and collaboratively
- Excellent written communication and editing skills
- Proficient in Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.)

### Competencies

- Functional/Technical Skills
- Interpersonal Savvy
- Creativity
- Innovation Management
- Process Management
- Priority Setting
- Time Management

For Information regarding State of Tennessee benefits please [click here](#).

### How to apply:

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by January 28, 2020. All email submissions must include in the subject line: **Creative Services Coordinator**
- Target Range: \$47,088 – \$65,928. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*