

Oklahoma Department of Corrections
Unclassified Job Descriptor

COMMUNICATION AND POLICY ADVISOR

Basic Purpose:

Positions in this job are responsible for assisting the Director of Internal and External Communications in the efficient operation of the Communication Division of the Oklahoma Department of Corrections.

Typical Functions:

- Works closely with the Director of Internal and External Communication to help create the messaging and branding that the division and the department will use to educate the public, the media and the legislature on the operation of the department and its role in the communities and state that it serves.
- Gathers content for the website and other social media venues.
- Assists in researching and drafting policy to help craft the message and goals of the department.
- Provides information to the internal and external stakeholders of the department.
- Assists in other projects that promote the overall mission of the Communications Division and the department.

Knowledge, Skills, and Abilities:

Knowledge of English usage, including grammar, composition and editing techniques; of accepted styles for materials released to various media; of various social and web media outlets; and of the department's objectives. Skill in maintaining effective interpersonal working relationships with others; and communicating effectively, both orally and in writing. Ability to gather and organize pertinent data; and to manage multiple projects and deadlines.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in journalism, public relations, marketing, or political science and one year of experience in a related field.

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Preferred Qualifications: Same as above, including proficiency in Microsoft Office, PowerPoint and Excel.

Special Requirements: Possession of a valid Oklahoma driver license and a willingness to travel throughout the state. The holder of this position must be able to lift 50 pounds in order to perform job-related duties.