

Norfolk County Retirement System

Job Posting

Title

Media Relations and Records Access Officer (Part-time)

About NCRS

NCRS is a multi-employer mandatory defined benefit plan, governed under Massachusetts state law, for most full time public employee working for at least 1 of 42 employers within Norfolk County.

Summary of Responsibilities

Under the direction of the Executive Director, the Media Relations and Records Access Officer creates, implements, oversees, and evaluates all levels of communication with active and retired members, employer units, retirement systems, regulatory agency, advisory council and the general public. This individual will provide communication to diverse audiences through various outlets. The Media Relations and Record Access Officer will serve as a liaison with legal counsel, investment advisors, regulatory agency, and vendors as well as to prepare guidelines that enable the public to make informed requests.

This role is responsible for numerous functions, as describe below, however the actual duties will be required on an as needed basis.

Responsibilities

Collaborate with the Executive Director to ensure the Retirement System promotes a clear, concise and effective level of communication;

- Identify and, when appropriate, implement communication initiatives;
- Initiate, revise and maintain external and internal communication policies and procedures;
- Identify and promote generational base level of communication;
- Monitor and update the Retirement System's website;
- Create, issue and distribute the Retirement System's newsletter;
- Update and distribute educational materials;
- Draft and coordinate posting of Request for Proposals;
- Coordinate and develop mass mailings as required, such as, but not limited to, member annuity statements, annual retiree affidavits and elections;
- Coordinate educational seminars and workshops;
- Review, develop and, when necessary, create internal communications for the Retirement System staff and its Board Members;
- Complying with the duties of a Records Access Officer pursuant to the public records law;
- Respond to public records requests by collecting relevant materials, evaluating legal issues, and issuing responses;
- Maintaining databases and tracking systems to provide current and accurate information on public records requests;

- Appropriately directing and facilitating certain public records inquiries;
- Document redactions to public records exempt under (M.G.L. c. 4, s. 7(26));
- Assist the custodian of records in preserving public records.

Qualifications

- Bachelor's degree in related field or equivalent experience
- 5+ years of compliance issues, financial relations, accounting or media relations experience
- Ability to follow instructions and function independently within prescribed deadlines
- Excellent verbal and written skills
- Ability to work in small office environment

Preferred Qualifications

- Working knowledge of Massachusetts General Laws Chapter 32 or defined benefit plans
- Ability

Working Conditions

Office setting with:

- Ability to lift up to 15 pounds.
- Ability to perform administrative duties, such as, but not limited to, typing, filing, bending over to low files, reaching for high files.
- Ability to express and exchange ideas by means of written and spoken word.
- Expected to use computer, printer, calculator, telephone, photocopier, fax, scanner and other office equipment as required.

Work Schedule

Part-time position. Thursday and Friday from 8:00AM to 4:00PM

Salary Range

\$25,000 - \$35,000

Application Deadline

November 8, 2019

To Apply for this Position

Please provide a resume and letter of interest by email to kkb@norfolkcrs.com – email submission must provide job title in the subject matter of the email.