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ALERT

Effective January 25, 2024, Executive Order #627 cements the Commonwealth's well-established practice of skills-based hiring, paving the way to a more equitable hiring process. The Commonwealth is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to serve our citizens. Join us today!

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Job Description

Communications Coordinator I - (240004QA)

Description

About the Office of the Massachusetts State Treasurer and Receiver General (“Treasury”)

Our mission is to manage and safeguard the State's public deposits and investments through sound business practices for the exclusive benefits of our citizens, and perform these duties with integrity, excellence, and leadership. Additionally, we strive to provide economic opportunity, stability, and security for every Massachusetts resident.

We are committed to excellence in recruiting, hiring, and retaining diverse and qualified individuals. We value the culture of diversity and professionalism in the workplace, and strongly believe that our workforce should reflect our community.

https://www.surveymonkey.com/r/FM68GFV

PURPOSE OF THE POSITION

The Massachusetts State Retirement Board (MSRB) administers the Massachusetts State Employees’ Retirement System (MSERS), a defined benefit pension plan for all eligible Commonwealth employees, retirees, survivors and eligible employees from other authorized entities.

The Communications Coordinator I will provide support and assistance with the MSRB’s communications and outreach efforts as directed by the senior staff of the Communications & Outreach Unit and participate in the development, dissemination and maintenance of various content to retirement system participants, staff and the general public.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- At the direction of the senior department staff, assist in maintaining and updating in a timely fashion the MSRB website, social media websites and their content.
- Assist with video production, including working with subject matter experts, filming, editing, and posting video content on selected Web platforms.
- Assist in coordinating requests for in-person seminars and virtual webinar presentations by MSERS members and participating agencies.
- Develop skills to conduct retirement benefit seminars and health fairs, as needed. Travel state-wide, including evenings, may be required along with reliable transportation
- Assist with answering questions during virtual webinar presentations, in-person seminars, and during social media programs
- Using graphic design skills in a timely fashion help maintain and update MSRB educational and related materials, including *Retirement Guide*, participant forms, internal communications, etc.
- Assist with compilation of and help assemble and publish monthly MSRB board meeting materials for Board Members and staff.
- Provide support for the development, publishing and editing of MSRB’s various newsletters, including a monthly electronic newsletter.
- Respond to system participant e-mail and telephone inquiries as needed.
- Participate in MARIS computer system related communications efforts with MSRB staff and vendors.
- Log and forward all media and public information inquiries to MSRB senior staff and the Treasury's Director of Communications.
- Identify and maintain media references regarding the MSRB and relevant retirement industry developments.
- Participate in MSRB mailings, electronic or paper, on advisories and/or announcements as needed.
- Support MSRB Training Unit.

OTHER RESPONSIBILITIES

- Special assignments as they arise.
- Assist all other Retirement Board departments when necessary.

SUPERVISORY RESPONSIBILITIES

- N/A

Qualifications

QUALIFICATIONS & SKILLS

- Associate degree or higher, or comparable work experience.
- Excellent interpersonal and communication skills, including copywriting content and public speaking.
- Proven Graphic Design Skills, Layout Skills, Creativity, Flexibility, Attention to Detail skills.
- Strong computer and computer publishing skills, including a strong working knowledge of:
 - Microsoft 365 Applications** (Outlook, OneDrive, Word, PowerPoint, & Excel
 - BoardEffect Board Book Portal Software** and Application
 - Microsoft Teams Application**
 - Adobe 2020 graphic and web design applications** (Acrobat, InDesign, Illustrator, Photoshop and Dreamweaver)
 - Adobe Premiere Pro 2020** (video editing software application), and
 - Working knowledge of Drupal Content Management System and **HTML code** is preferred.
- Strong video production experience, including working with video equipment (camera, lights, & microphones, etc.), subject matter experts, filming, editing, and posting video content on various platforms such as YouTube.
- Experience with the maintenance of websites, including writing and generating ideas for content, and a working knowledge of a Content Management System is a plus.
- Strong social media experience, including writing and generating ideas for, and maintaining, social media communications including Facebook, Twitter, YouTube and other social media channels.
- Ability to develop a working knowledge of M.G.L. Chapter 32 and other departments within the MSRB.
- Familiarity with, and interested in, expanding knowledge of the Retirement Industry is a plus.

Official Title: Communications Coordinator

Primary Location: United States-Massachusetts-Boston-1 Winter Street

Job: Administrative Services

Agency: Off of State Treas & Rec Genrl

Schedule: Full-time

Shift: Day

Job Posting: Apr 18, 2024, 4:22:08 PM

Number of Openings: 1

Salary: 49,385.75 - 56,670.15 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Kerley Aime - 6173679333

Potentially Eligible for a Hybrid Work Schedule: Yes

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