

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MARKETING AND OUTREACH COORDINATOR

Role Title: Public Relations and Marketing Specialist III

Position # W0502

Pay Band 4, Level II - Hiring Range: \$15.37 - \$25.00 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: October 27, 2014

DMAS Maternal and Child Health Division seeks qualified candidate to assist the Marketing and Outreach Manager in coordinating outreach and promotional activities for the FAMIS programs. This position will serve as a regional coordinator and assist with statewide initiatives and program implementations. The successful candidate should have knowledge of Virginia's health insurance programs: Family Access to Medical Insurance Security Plan (FAMIS), FAMIS MOMS, FAMIS *Select*, FAMIS Plus, Plan First and Medicaid, and public assistance programs. Requires working knowledge of layout and design practices to assist in creation of print materials. Must be proficient using Adobe CS6 graphic design software, including InDesign, Photoshop and Illustrator as well as Microsoft Word, PowerPoint, and Excel. Must have demonstrated ability to work in a team environment. Requires experience working with community based organizations and experience building public-private partnerships. Must have excellent communication skills with proven ability to write reports and deliver effective presentations. Prefer degree with major studies in social science, public health, public policy, marketing, or other related field, or any equivalent combination of education and experience. Candidates must have a valid Virginia driver's license and be eligible for car rental. This position may require travel statewide, occasionally overnight. Bi-lingual applicants are encouraged to apply. **This is an hourly position limited to 1500 hours per year (29 hours per week).**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA