

## **Part-time Communications Assistant – SC Office of Resilience**

### **General description**

The SC Office of Resilience (SCOR) seeks a Communications Assistant to assist with day-to-day content creation of various types: flyers, brochures, infographics, videos, presentations, and more. As the Communications Assistant's time and level of experience allow, this person may also assist with social media management, newsletter creation, press release writing, website content editing (no HTML required), and other communications-related tasks. This is a great opportunity to gain insight into the broad world of in-house communications!

### **Duties and responsibilities**

- Create graphics, videos, and various other print and digital materials for specific projects, program promotion, general agency promotion, use on social media, and other projects as needed
- Assist with document layout and formatting for the Strategic Statewide Resilience and Risk Reduction Plan
- Contribute to content planning for social media and other communications channels
- As time and experience allow, assist with production of written press releases, website content (both written and visual), and content for the newsletter.

### **Required qualifications**

- Ability to comprehend complex, industry-specific concepts and synthesize information in a manner that is easily understandable to the average South Carolinian
- Advanced knowledge of the Adobe Creative Suite, particularly Illustrator, InDesign, Premiere Pro, Photoshop and Lightroom; experience with After Effects a plus
- General working knowledge of the main social media platforms: Facebook, Instagram, Twitter, YouTube, and LinkedIn
- Exceptional writing and communication skills
- Proactive self-starter with the ability to work independently and produce content in a timely manner

Position could require limited travel but is not required.

### **About the SC Office of Resilience**

The SC Office of Resilience began as the SC Disaster Recovery Office, a temporary agency established to carry out housing recovery following the 2015 floods, Hurricane Matthew in 2016, and Hurricane Florence in 2018. Following these back-to-back disasters, state leadership recognized the need for a proactive approach to flood mitigation and disaster recovery planning. The SC Floodwater Commission was created in 2018 and recommended the creation of a state entity to handle mitigation and resilience projects. The SC Office of Resilience was signed into legislation in September 2020 and officially began operation in July 2021.

### **How to apply**

Interested applicants should send a resume and portfolio to [carissa.cochrane@scor.sc.gov](mailto:carissa.cochrane@scor.sc.gov).