

# JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Marketing Manager (Content Manager) position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [Click Here](#). The annual salary for this position is up to \$60,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources.

**Please Note:** Applicants must also submit one writing sample of a press release and one writing sample of any of the following: social content (three posts and a brief description of the purpose/goals of the posts), web content via a link, or collateral content.

[Apply Online](#) or send documents via email to [recruiter@OKcommerce.gov](mailto:recruiter@OKcommerce.gov).

Review of applications and interviews will begin immediately. **The deadline to apply is Friday, August 5, 2022.**

---

<b>POSITION:</b>	Marketing Manager (Content Manager)
<b>DIVISION:</b>	Marketing & Communications
<b>JOB LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$45,000 - \$60,000
<b>JOB NUMBER:</b>	J-750D

## **Position Summary:**

The Marketing & Communications Team at the Oklahoma Department of Commerce provides comprehensive, high-impact marketing solutions for internal clients and external partner organizations. We strive to get more out of the agency marketing dollars by using the right approach - the first time. We provide a full-service marketing and communications menu, whether in-house or by combining our expertise with other partners, to achieve exceptional results for the Agency and our clients.

Our range of services includes:

- branding
- marketing consulting
- graphic design
- content generation and management
- social media
- video production
- lead generation and lead nurturing
- media relations
- web development
- tradeshow planning and support



The Content Manager will create strong messaging promoting Commerce's programs and efforts and will collaborate with both internal and external teams and clients to tell Oklahoma's story to a variety of audiences.

**Responsibilities:**

- Write news releases regarding business announcements, programs, and other Commerce-related efforts
- Develop content for Commerce websites and marketing materials (including marketing materials, email campaigns, marketing campaigns, etc.)
- Provide support to the Director and Deputy Director of Marketing & Communications on overall public relations efforts
- Provide professional communication with internal/external teams, state leadership, clients, and vendors
- Proofread materials, news releases, web content, etc.
- Ensure materials, news releases, and articles follow Agency editorial styles
- Manage multiple, simultaneous projects working under the direction of cross-functional team members that may include internal and external resources
- Other duties as assigned

**Knowledge & Skills:**

The ideal candidates will be proactive, ambitious, self-starters with a positive attitude, and have the ability to multi-task in a deadline-driven environment. Candidates must be adaptable to same-day turnarounds and rapidly changing priorities.

Qualified candidates must have exceptional communication, organizational, and writing skills. Requires the ability to think creatively and bring innovative solutions to marketing challenges. Familiarity with marketing tactics, lead generation, creative development, and internet technology is preferred.

Experience in working with news media is a plus. Successful candidates must be able to work both independently and in a group setting. Knowledge of AP Style is required.

**Education & Experience:**

Requires a bachelor's degree in marketing, communications, journalism, business, or related field with a minimum of 5 years of related experience in content management, copywriting, and/or public relations. Experience with Adobe Creative Suite - particularly InDesign and Illustrator – is a plus.

**Special Requirement:**

Some travel is required.

**AA/EEO**

