

JOB ANNOUNCEMENT**Posting Date:** 08/28/2020**Position:** Marketing Communications Specialist**Job Level:** 23**Supervisor:** Manager, Integrated Marketing
Communications**Classification:** Nonexempt**Location:** Nashville, TN

Job Summary:

Develops and executes communication programs for Delta Dental of Tennessee and the Smile180 Foundation to ensure goals, objectives, and deadlines are met. Creates and produces public relations campaigns and communication programs to support the growth and expansion of company products and services, ensuring consistent messaging across all platforms.

Primary Job Responsibilities:

Researches, drafts, edits and/or produces marketing communications materials including, but not exclusive of, sales collateral material, newsletters, email communications, and presentations for use with/distribution to key external audiences.

Serves as a liaison with all departments and collaboration partners to develop communications that support strategic initiatives.

Provides graphic design including layout and editing, and resizing advertisements to specs and/or coordinates with outside vendors to produce needed materials.

Develops and coordinates special communication campaigns and mass mailings, including client, broker and provider mailings, new release distribution, etc.

Establish and nurture relationships with key media contacts across Tennessee. Pitch news stories and secure interviews as appropriate to promote thought leadership, community relations efforts, new products/benefits, special events, and more.

Proofreads and edits communication materials.

Provides support services to and coordinates with Communications Specialist.

Perform other related assigned duties as necessary to complete the Primary Job Responsibilities as described above.

Minimum Qualifications:

Position requires a bachelor's degree in communications, English, journalism or a related field and three years of work experience in sales, marketing or similar field. Will accept any suitable combination of education, training and experience.

Position requires knowledge of digital media and applicable computer software (Microsoft Office Suite and Adobe Creative Cloud: Illustrator, InDesign, Photoshop)

Disclaimer

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.

To Apply:

Complete the [Delta Dental of Tennessee Employment Application](#).

We also ask that you complete and submit the Self-identification Forms for [Gender](#) and [Disability](#). We request this information because we do business with the federal government which requests this data. Completing these forms is voluntary, and any answers given will be kept private and will not be used during the hiring process or used against you in any way.

Submit the application and the Self-identification Gender and Disability forms by:

Fax to: (615) 244-8108

Mail to:

Delta Dental of Tennessee
Human Resources
240 Venture Circle
Nashville, TN 37228

Delta Dental of Tennessee is an Equal Opportunity Employer.

[Read our complete EEO Policy](#)