

**Location:** New Mexico

## Job Description

**Title:** Corporate Communications Coordinator  
**Department:** Government and Corporate Relations  
**Reports to:** Director, Government and Corporate Relations

**Classification:** Hourly  
**Job Level:** 23

### Job Summary:

Responsible for writing, editing, producing and publishing corporate, marketing, technical and feature content for use across various corporate communications channels for a variety of internal and external audiences.

### Primary Job Responsibilities:

1. Researches, prepares and submits to the Office of the Superintendent of Insurance (OSI) for review and approval all types of forms and rate filings for both group and individual products as well as advertising and other miscellaneous compliance filings.
2. Provides lateral support to all departments, regarding developing and making recommendations on materials language and verbiage and researches compliance issues as they impact forms and other functional areas of the company.
3. Assists and provides backup in monitoring state and federal legislation and other governmental issues and analysis of impacts to business.
4. Writes, edits and produces communications materials for management staff including talking points, speeches, presentations, etc.
5. Serves as a liaison with other company departments and committees to strategize and develop communications that support company initiatives.
6. Provides editorial and proofreading skills on content produced by others.
7. Contributes to development of marketing various products through mediums including social/electronic and print media.
8. Availability to assist with periodic community outreach events

### Minimum Qualifications

Position requires a bachelor's degree in journalism, communications, English, public affairs, marketing or a related field and three years' work experience focused on producing print and digital content for a variety of audiences. Will accept a suitable combination of education, training, and/or experience.

Position requires excellent verbal and written communication skills. Candidate of choice must be organized and able to effectively manage time while working on multiple projects; should be able to excel in a team environment; must have a strong understanding of PowerPoint, Adobe, MS Word, Outlook, and Publisher; should be familiar with marketing methods used in multiple social media networks, including Facebook, Twitter, YouTube, and Instagram.