



Open Position: Creative Services Manager

The RSA Communications Division is currently seeking a Creative Services Manager. Please submit a resume to Human Resources by the deadline date of January 13, 2017. Not everyone will be interviewed that submits a resume.

Job Title	Creative Services Manager	Date	December 27, 2016
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JOB DESCRIPTION

This position is a highly responsible and visible position in the RSA Communications Division that requires editorial, writing, computer, organizational, and personal skills in dealing with RSA employees, RSA members, member agencies, and the general public. Training will be provided. Salary will be based on qualifications and experience.

QUALIFICATIONS AND SKILLS REQUIRED

- BS/BA degree required in Communications, Public Relations or related field
- Experience with and proficiency in Microsoft Office Products.
- Experience with and proficiency in organizing and completing job tasks to see they are done in a timely manner.
- Experience with and proficiency in dealing with the public to include phone skills, written skills, computer skills, and the ability to communicate on a professional level.
- Experience with and proficiency in English language skills to include grammar, punctuation and proofreading.
- Ability to learn Adobe products and digital camera.

MAJOR DUTIES AND RESPONSIBILITIES

- Receive and distribute RSA information using all communication formats – email, phone, publications, internet, social media, and intranet.
- Assist in preparing, reviewing, and proofreading all publications, forms, website, intranet, and any other communications prepared by this division.
- Process forms and correspondence into DPAS and Library Manger.
- Update and maintain the ERS and TRS Agency Manuals.
- Assist with updating RSA intranet.
- Assist with social media.
- Take photos with digital camera and prepare photos for use.
- Inventory publications and ensure supplies are maintained and delivered when requested.
- Deliver *Advisors* and maintain book racks.
- Prepare monthly Info Emails for agencies and members.
- Assist updating external website, monitoring links, and checking for outdated information.
- Maintain agency email addresses and send out mass emails.
- Prepare requisitions, invoices, request quotes, and write all purchase orders for publications and supplies and ensure they are properly authorized.
- Assist with Board of Control elections.
- Schedule publications with the printers and if necessary with mail facilities.
- Help organize and maintain files/documents/photos in the department folders.
- Research information pertinent to the RSA.
- Write articles about RSA Staff or RSA events for the *RSA Connect*.
- Scan photos, articles, and documents.
- Assist with any new projects that may arise requiring the above skills.
- Assist with other members of the Communications Division as the need arises.
- Any duties required by the Director of Communications.

Resumes must be submitted to the Retirement Systems of Alabama, P.O. Box 302150 Montgomery, Alabama 36130-2150, Attention: RSA Human Resources Division, Suite 544

Resume Submission Deadline: January 13, 2017

Salary: Starting Salary DOQ (Depending on Qualifications)

The Retirement Systems of Alabama is an Equal Opportunity Employer