



Job Description

Job Title: Communications and Research Specialist
Reports To: VP of Military & Defense
FLSA Status: Exempt
Location: Tallahassee
Salary: \$40,000 annually

BASIC PURPOSE:

The job is responsible to assist the VP of Military & Defense Programs with communications, research and staff writing to support the Military & Defense team, the Florida Defense Alliance and the Florida Defense Support Task Force. The Communications and Research Assistant will maintain the team webpages, social media contributions, newsfeed, newsletters as well as a catalog of special reports, publications, and datasets that support current and future military activities in the state of Florida and do additional communications and research projects as needed.

ESSENTIAL ACCOUNTABILITIES or DUTIES:

- Manages department communication engagement and compliance; serve as the central point of contact to update and maintain EFI Military & Defense websites according to expected state public record and transparency standards; use approved tracking software (Salesforce) to manage team performance, effectiveness and communications.
- Format, edit and distribute the automated bi-weekly FDA Newsletter and weekly Task Force Newsletter (CVENT); serve as the single point of contact, manage and maintain all Military & Defense distribution lists. Format, edit, distribute and manage the effectiveness of the daily automated Military & Defense News Clips email (CISION).
- Work with Enterprise Florida marketing to coordinate and execute a Military & Defense marketing plan. Implement the team, FDA and FDSTF strategic engagement plan as it relates to communication platforms.
- Manage and review incoming correspondence to respond, resolve or ensure follow-through. Prepare responses as necessary/requested on behalf of the VP.
- Manage the distribution of all Military & Defense publications.
- Monitor DoD plans, programs and progress of all service efforts regarding military installations, missions, service members and family related to Florida's military.
- Monitor national and state legislative and regulatory committee meetings and activities related to Florida's military;
- Analyze proposed national and state legislation and determine the potential impact on Florida's military;
- Conduct legislative research;
- Write reports, letters, assessments of Florida military matters as requested by VP and Executive Directors.
- Research Florida's military issues as identified by the FDA, FDSTF or M&D staff; write white papers and reports.
- Research topics needed to update Division communications and marketing materials, website, presentations, and special reports related to Florida's military economic impact to the state.

- Conduct internet research/business intelligence gathering regarding a variety of international business development topics in support of EFI communications team.
- Respond in a timely manner to information request from the FDA and FDSTF Executive Directors;
- Perform other duties as assigned.

SUPERVISION: No supervisory duties required of this position.

ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified for this position

MINIMUM QUALIFICATIONS REQUIRED:

- Exceptional business writing supported by portfolio
- Experience with government or not-for-profit operations and processes
- Intermediate level competence with Microsoft Office applications

PREFERRED QUALIFICATIONS:

- Bachelor's degree in public administration, English or related course of study or experience
- Research and analysis experience in government agency
- Understanding of the US military, national and state legislative and political processes, including legislative committees and staff structure
- Practical knowledge of the interface between the military and economic development and its effects on the state's economy

Please submit resume thru job posting on Indeed.com

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.

No phone calls or agencies please.