



Communications and Outreach Coordinator

The Insurance Compact Commission has an exciting opportunity for a Communications and Outreach Coordinator. We are looking for a team member who would enjoy working for an organization that supports insurance regulators, consumers, and insurance companies by improving the efficiency and uniformity of product filing review and approval in the ever-changing insurance marketplace. Are you driven to utilize your communication skills while delivering excellent service to build long-lasting rapport? If so, this is a perfect opportunity for you! This is a full-time position. There is flexibility in the location of this position either in our Washington D.C., Kansas City, Missouri office or remote!

Responsibilities include:

Communication of Insurance Compact Commission

- Assists in design, messaging, and brand building with respect to the Insurance Compact Commission and its member-driven purposes, mission, and vision
- Creates and edits outreach materials for members, industry customers, and other stakeholders including monthly newsletters, weekly tips, presentations, and other notices, communications, and publications in digital, electronic, and print media
- Anticipates and identifies opportunities to advance the organization's key strategic priorities
- Has the ability to translate complex insurance information into commonly understood language. Works with other team members to prepare and design briefing sheets, articles, press releases, newsletters, tool kits and other materials in support of these efforts
- Assists in the preparation, including the presentation, of reports for product operations, financial information, and Annual Reports

Outreach to Insurance Compact Commission Members, Regulated Entities and Consumers

- Working with the Executive Director, senior leadership team, Officers, and members of the Commission to develop and implement communications plans for Insurance Compact Commission activities. Including the research and development of best practices to reach targeted audiences through various mediums
- Assists and engages in outreach activities with designated representatives and state Public Information Officers to promote understanding of and encourage participation in the Insurance Compact Commission and its activities
- Assists and engages in outreach activities with industry representatives, Legislative Committee and Consumer Advisory Committee to develop content and promote understanding of Insurance Compact Commission filing platform
- Manages social media



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Skills and Abilities:

- Ability to work effectively in a team environment
- Ability to work in a fast-paced work environment proficiently managing several tasks throughout a workday
- Must be highly organized, flexible, dependable, and self-motivated, with excellent interpersonal skills
- Must have superior written and oral communication skills
- Must have effective problem-solving skills and time management skills with demonstrated ability to meet deadlines
- Must have an excellent ability to exercise independent, mature judgment and discretion with the ability to work well under pressure
- Strong project management and proofreading skills

Minimum Education and/or experience required:

Bachelor's degree in communications, marketing, digital media, insurance, or related field and 5 years experience or an equivalent combination of education and experience

This position will require out of town travel

Preferred Experience:

- Bachelor's degree in communications, marketing, digital media, insurance, or related field
- Experience in public information or insurance regulation, either with an insurance department or company
- Experience working in a member organization

Why Work at the Compact?

- Flexible Work Schedule
- 37.5 Hour Work Week
- Vacation Buy Back
- Parental Leave
- Employee Recognition Programs

The Compact is proud to be an Equal Opportunity Employer



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For consideration, please apply online at:

<http://careers.naic.org>

Applicants for all positions are considered without regard to age, race, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital status, pregnancy, genetic information, military or veteran status, disability, or any other basis protected by applicable law.