

Career Opportunity



Vice President of Communications

Salary:

79,743 to 90,075 Annually

Department: Executive

Reports to:

Executive Vice
President/Chief Operating
Officer

Closes

Until Filled

Position summary:

Coordinates and participates in the dissemination of information and/or planning public relations for the Housing Authority of the City of Tulsa (THA). Coordinates all event planning activities.

Summary of Duties:

- Assists the President/CEO or his/her designee with planning, development and promotion of various agency programs, services and activities;
- Serves as a spokesperson for the agency in responding to press inquiries;
- Distributes articles and other materials for presentation to the news media;
- Deals with the general public in providing information about the agency and its programs and activities;
- Coordinates with divisions of the Agency and departments of the City of Tulsa and with federal, state and quasi-public agencies, consultants, elected officials and supervisors;
- Participates on various committees and task forces as assigned by the President/CEO;
- Proofreads and edits material for publication;

- Directs website updates; represented the President/CEO when assigned to do so;
- Attends and participates in community meetings and civic programs;
- Makes personal appearances or speeches as needed;
- Provides information and resources to the Mayor's office;
- Coordinates all event planning activities.
- Carries out other duties as assigned by the President/CEO or his/her designee;

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum requirements

Bachelor's degree (B. A.) in public relations, communications, marketing, business administration or a related field and six (6) years of relevant experience in the fields of public/media relations, communication, or marketing. Preference will be given to applicants with knowledge of the Tulsa/Northeast Oklahoma media market and to those with experience in organizations similar to THA.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org. You may also apply online at tulsahousing.org.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

THA is an equal opportunity employer

We perform criminal background checks and drug testing.

