

The Tennessee Department of Commerce and Insurance seeks an Administrative Services Assistant 3 (ASA3) to serve a support function within its Administration division. The ASA 3 will work closely with the Communications section and will be responsible for fulfilling daily administrative needs, developing and maintaining a strong social media presence for the Department, and creating video content relating to the Department's mission and vision. This would be a great opportunity for a candidate looking to gain more experience in the media and communications environment.

A successful candidate for this position may possess the following:

- A Bachelor's Degree in Communications, Journalism, or another related field preferred
- Strong oral and written communication skills
- Prior experience in producing video content, from concept development to editing and publishing
- Previous experience creating content for social media platforms including, but not limited to Facebook, Twitter, Instagram, LinkedIn, and SEO

To apply for this vacancy, please submit your resume, a cover letter, and 3-4 links to samples of your work to Ashton Bode at ashton.bode@tn.gov.

The Department of Commerce and Insurance is an Equal Opportunity Employer.