

Communications/PR Specialist - Temporary

Are you ready for an exciting career move? We're a \$13 billion fast-paced growth company with more than 9,500 stores in 35 states and growing by hundreds of stores yearly. We work in an energetic team atmosphere, and believe much of the success of our phenomenal growth is our commitment to developing our employees' potential. We are committed to building our company with upbeat, talented, motivated persons who will move us toward our mission of "Serving Others."

The Temporary Communications Specialist, while reporting to the Sr. Director Corporate Communications, will provide public relations and administrative support for the department. The Specialist will write news releases, employee news articles, talking points and other communications pieces while also monitoring news clips and creating clip reports. The position will assist with maintenance of the online news center and issue press releases. *Please note this position is temporary in nature and will last approximately four to five months.*

Duties and Responsibilities

- Respond to routine inquiries.
- Assist with special events, press conferences and employee gatherings.
- Complete special projects as assigned.
- Perform other communications duties as needed.

Qualifications

- Creative and precise writing skills.
- Knowledge of AP Style.
- Diplomatic phone skills.
- Strong interpersonal communication skills.
- Self-starter who is detail oriented, organized and prompt.
- Proficient in Microsoft Office.

Work Experience and/or Education

- Bachelor's degree in public relations, communications or related field.
- Students pursuing such degrees will also be considered.
- Previous media relations, communications or professional writing experience is strongly desired, but not required.

Compensation will consist of a competitive salary based on your experience.

Our Benefits Package

- On site child care, ATM, cafeteria and fitness facility
- Free covered parking
- Fun, values centered work atmosphere
- Corporate casual dress

Dollar General is an equal opportunity employer.