



Join the Jackson Municipal Airport Authority Communications, Marketing & Public Relations Co-op Program

Where Your Career Takes Flight

At JMAA, we're more than just airport managers —we're the vital link connecting Jackson, Mississippi, to the world. With our mission to *Connect Jackson to the World and the World to Jackson* and our vision to *Be the Airports of Choice*, we're dedicated to delivering exceptional customer experiences, driving continuous improvement, and fostering effective communication and collaboration.

Join our immersive Co-op Program for an unparalleled experience in aviation communications, marketing, and public relations. You'll play a pivotal role in the operations of two significant airports: Jackson-Medgar Wiley Evers International (JAN), Mississippi's busiest airport, and Hawkins Field (HKS), Jackson's first and foremost general aviation airport. Notably, HKS is designated as a historical landmark. These airports are crucial drivers of central Mississippi's economic development, experiencing remarkable growth and passenger traffic. JAN connects to several major global hubs with the support of our world-class air service providers, American, Delta, Southwest, and United Airlines. It is home to the Mississippi Air National Guard 172ND Airlift Wing.

Your Role in Our Mission:

As a participant in the JMAA Communications, Marketing, and Public Relations Co-op Program, you will play a vital role in supporting our mission to achieve excellence in communications, marketing, and public relations efforts.

- Through hands-on experience and collaborative projects, you will contribute to advancing our organizational goals and enhancing the overall reputation of our airports.
- Contribute to developing and implementing communication, marketing, and public relations strategies to promote JMAA and its airports.
- Gain insight into public relations strategies and tactics through media relations, crisis communications, and stakeholder engagement activities.
- Gain hands-on experience in marketing and advertising by assisting in the development and execution of advertising campaigns across multiple channels, including digital, print, and social media.
- Develop effective written and verbal communication skills by crafting various content types such as press releases, social media posts, marketing materials, and customer communications.
- Engage with the local community through outreach initiatives, events, and partnerships to strengthen JMAA's connections and foster positive relationships.
- Learn about customer experience best practices and strategies by engaging in initiatives to improve passenger satisfaction and loyalty.

What We Offer:

- *Development of Critical Skills:* Gain valuable experience and develop essential skills in communications, marketing, and public relations through practical, real-world projects.
- *Hands-on Experience:* Work closely with experienced professionals in the field and can contribute to meaningful campaigns and initiatives.
- *Opportunity to Create and Develop Campaigns:* Take part in creating and developing marketing and PR campaigns to promote our organization and enhance the passenger experience at our airports.

We Seek:

- *Qualifications:* Graduate and undergraduate students in 2nd year or above pursuing degrees in marketing, communications/public relations, business, and/or graphic design.
- *Technical Skills:* Proficiency in MS Office platforms such as PowerPoint, Word, Excel, and Publisher. Expert or high knowledge of social media platforms (Instagram, LinkedIn, Twitter, YouTube, and Facebook). Knowledge and understanding of Artificial Intelligence (AI) and Adobe Photoshop/Illustrator is a plus.
- *General Skills:* Proactive, self-starter capable of working independently and in a team environment. Exceptional professionalism and work ethic. Strong written and verbal communication skills.
- *Minimum GPA Requirements:* An undergraduate or graduate in good academic standing must have a cumulative GPA of 3.00 or higher and have completed 45-60 credit hours within a related major and/or other related coursework.

Selection Process:

Candidates will be selected competitively based on academic achievement, skill sets, and completed coursework in relevant areas of study.

JMAA Co-op Succession:

Successful Co-Op program graduates may be invited back next year and considered for potential permanent opportunities at JMAA.

Commencement Date:

Open until filled.

JMAA's Co-op Program offers aspiring professionals a unique opportunity to gain practical experience, develop critical skills, and contribute to the success of JMAA's communications, marketing, and public relations efforts. We look forward to welcoming passionate and talented individuals to our team and positively impacting our organization and airports.



100 INTERNATIONAL DRIVE, SUITE 300 JACKSON, MISSISSIPPI 39208

Application for Employment (Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **Communications, Marketing & Public Relations Co-Op Program**
ADVERTISEMENT PERIOD:

Personal:			
Last Name		First Name	MI
Address			
City		State	Zip
SS last four digits (Because of identity theft concerns, many employers are not requiring SS#s on the application. What does JMAA use this information for?)			
Home Phone # ()		Mobile/Alternate Phone # ()	
Email Address			
Driver License #		Class	Expiration
			State

Are you authorized to work in the U.S. on an unrestricted basis?

(Proof of identity and work authorization status will be verified upon employment)

*Are you at least 18 years or older? (Does JMAA allow

employment of minors?) When will you be available to begin if

selected for the position? Are you available to work shifts?

(Would ask applicants to identify shifts availability)

*Can you work overtime, if required, including weekends

Have you ever been employed with JMAA before?

Yes No

If yes, give dates

Have you ever been convicted of a crime other than minor traffic violations? (EEOC is moving to ban this

Yes No

question from applications. The way the question is asked on this application is way too broad. May want to ask if the applicant has been convicted of a felony. Are there misdemeanors that would prevent an applicant from passing a background investigation?)

If yes, state nature of offense, when, where and disposition

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority?

Yes No

If yes, list names and relationship

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid driver's license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

Education & Training													
	High School				College/Technical/Business				Graduate School				
School Name & Location													
Years Completed (circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
*Degree Received													
* Subjects Studied/ Major													
Diploma/Degree (Verification of education required Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Extra-Curricular Activities, Foreign Languages:													

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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_____	If No, Please Explain _____
_____	_____
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_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

References:

List the name, address, and telephone number of at least three references who are not related to you and are not previous employers.

Name	Address	Telephone Number

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I agree, upon request, to sign all necessary authorization and consent forms.

I attest with my signature below that the information I have given on this application is true, correct and complete. No requested information has been concealed and grant JMAA the authority to contact references provided for employment.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.



Jackson Municipal Airport Authority

Human Resources Department

Post Office Box 98109

Jackson, MS 39298-8109

Fax: (601) 664-3514

Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this authorization, and request you to release the information requested.

Please print all information legibly with black ink.

Full Name		Social Security #	
Current Address			
City		State	Zip Code
Telephone # (Day)		Telephone # (Evening)	
Signature of Applicant		Date	

Second sentence above should read: I hereby authorize any person, company, and or educational institution I have listed as a reference on my employment application to fully disclose in good faith any information they may have regarding my qualifications for employment.