



<b>Action Pathways, Inc. Job Vacancy Announcement</b>		
<b>Title</b>	<b>Type</b>	<b>Date Opened</b>
Communications Coordinator	Full Time- Non/Exempt	08/14/2019
<b>Department/Location</b>	<b>Entry</b>	<b>Closing Date</b>
Corporate-Executive	\$16.13 per hour	Opened Until Filled
<b>Required Education &amp; Experience:</b>		
Bachelor's Degree (four year college or university) in Communications, English, Marketing, Journalism, Public Relations, Public Administration or related field. Two to four years related experience in the area of communications or public relations. An equivalent combination of education and experience may be considered. A minimum of two years of experience in graphic design and creating digital print collateral.		
<b>Conditions of Employment:</b>		
Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license and own transportation. Must be able to pass a post offer physical examination. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.		
<b>Duties and Responsibilities:</b>		
<ul style="list-style-type: none"> <li>• Understands and communicates information accurately to ACTION PATHWAYS employees, public and media.</li> <li>• Uploads and assists with web site content.</li> <li>• Writes and influences the direction of various types of copy appropriate for marketing to and communicating with potential clients, partners, internal audiences and surrounding communities.</li> <li>• Assists with writing press releases, newsletters, flyers, brochures, grants and other communication materials from conception to completion. Assists in developing and making presentations.</li> <li>• Takes photos at agency events and maintains photograph database.</li> <li>• Receives and manages the Communications Request Form.</li> <li>• Issues information weekly via e-mail blast, i.e., e-newsletters or e-mail, to contacts and media.</li> <li>• Ensures highest quality standards for copywriting are maintained. Obtains approvals, edits and proofs copy developed by others.</li> <li>• Develops and maintains positive working relationships and networking capacity with community organizations, vendors and municipalities.</li> </ul>		
<b>Knowledge:</b>		
Applicant must be able to: <ul style="list-style-type: none"> <li>• Have a valid driver's license and own transportation.</li> <li>• Have knowledge of Internet and Word Processing software including Microsoft Office applications and social media marketing tool.</li> <li>• Have experience in preparing spreadsheets to present and maintain media databases are essential.</li> <li>• Have knowledge of and experience with Adobe Creative Suite to include Photoshop, InDesign and Premiere Pro preferred.</li> </ul>		

<b>How to Apply:</b>
Applications may be obtained at Action Pathways, Inc, 316 Green Street, Fayetteville, NC or download an employment application at <a href="http://www.actionpathways.ngo">www.actionpathways.ngo</a> . Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resource Department.

**“An Equal Opportunity Employer”**  
**Action Pathways, Inc. hires only United States citizens and lawfully**  
**Authorized aliens who are in compliance with the**  
**Immigration Reform and Control Act.**