



POSITION ANNOUNCEMENT

COORDINATOR OF PUBLIC INFORMATION & MARKETING WABASH VALLEY COLLEGE | MT. CARMEL, IL

DESCRIPTION: The Coordinator of Public Information & Marketing provides leadership for the analysis, planning, implementation and control of all College marketing, public information, advertising, website content and special events for all stakeholders of the College. This position serves as a liaison between the College and its high school, university and community partners, especially for their students.

QUALIFICATIONS: Bachelor's degree required, master's preferred in marketing, communications, journalism or related field and two years of related experience preferred. Strong writing and proofreading skills, as well as attention to detail; skilled in planning, organizing, and time management; ability to manage website content; maintain branding standards and the College's social media accounts; and graphic design experience utilizing the Adobe Creative Suite are also preferred. Successful candidates must have the ability to maintain a flexible schedule that includes some evenings and weekends.

WAGES: Based upon \$16.16-18.58 per hour; commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to iecchr@iecc.edu or mail to:

Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450

APPLICATION DEADLINE: Applications will be reviewed as received and will be accepted until the position is filled.

STARTING DATE: Pending approval by the Board of Trustees.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Michele Anderson at (618) 395-5299 Extension 5522. Illinois Eastern Community Colleges is a multi-college district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. The colleges are accredited by the Higher Learning Commission.

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER