



Action Pathways, Inc.		
Job Vacancy Announcement		
Title	Type	Date Opened
Communications Coordinator	Full Time/Non-Exempt	8/12/2017
Department/Location	Entry	Closing Date
Corporate-Communications	\$14.47 per hr	8/18/2017
Required Education & Experience:		
Bachelor's Degree (BA/BS) in Communications, Marketing, Journalism, Public Relations, Public Administration or related field with 2 to 4 years related experience in the area of communications or public relations. An equivalent combination of education and experience may be considered.		
Conditions of Employment:		
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.		
5General Duties and Responsibilities:		
<ul style="list-style-type: none"> 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. Understand and communicates information accurately to the general public and media. Assists with writing press releases, newsletters, flyers, brochures and other communication materials from conception to completion. Assist Program Manger or Case Managers in developing and making presentations. Manages program activity and events calendar. Maintains photograph database and develops photo opportunities. Develops historical photo gallery to help depict the history of the program's development. Collaborates with Action Pathways Communications Manager to issue information weekly via e-mail blast, i.e., e-newsletters or e-mail, to contracts and media. Provides updated information to keep web site updated. Accesses AR4CA database to identify noteworthy accomplishments to use in program literature or in press releases, etc. Ensures highest quality standards for copywriting in developing internal and external communications materials by working cooperatively with other program or agency personnel. All public relations efforts are to support and reinforce the ACTION PATHWAYS Brand. 		
Knowledge:		
Applicant must be able to: <ul style="list-style-type: none"> Work under pressure or deadlines. Plan, monitor and measure program services and outcomes. Must have the ability to communicate and work well with diverse group including low income families and community groups. Must have excellent computer skills with in depth knowledge and understanding of publishing software and photo abilities. Must be able to learn program specific software within 30 days of hire. 		

How to Apply:
Applications may be obtained at Action Pathways, Inc, 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo . 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.
<p>"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.</p>