

Big Sandy Area Community Action Program is looking for a
Communications Specialist to join our team.

This is a full-time temporary position, not to exceed 12 months in duration.

Position Summary: Primarily responsible for creating a variety of publishable content to complement the overall goals of the organization.

Job duties and details:

- Researching, interpreting, writing, and disseminating news and information about the organization, its programs and activities to the media.
- Writing, editing, and distributing news releases, agency newsletter, annual report, and other printed materials.
- Maintaining and improving the agency's professional web presence in coordination with Information Technology staff.
- Preparing agency correspondence with other organizations, government groups, agencies and other institutions.
- Some travel throughout service area may be required.

Qualifications:

- Bachelor's degree in Journalism, English, New Media, Graphic Design, or related field strongly preferred, combinations of experience and education may substitute.
- High attention to detail and integrity in writing
- Ability to work independently, self-motivated, and well-organized
- Willingness and ability to research unfamiliar subject matter
- Solid grasp of narrative-style writing
- Ability to manage multiple projects while meeting deadlines
- Valid driver's license and access to an automobile.
- Hire subject to policies on background check and drug screening.

Hourly Pay

\$12.00 per hour

Benefits

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky State Retirement (CERS)
- Generous paid time off, plus 13 paid holidays annually
- Mileage reimbursement for required travel

To apply: Submit Writing Portfolio, including examples of design work, along with resume and cover letter to:

hr@bsacap.org

or

BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.

Closing date for applications is June 25, 2021.

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services. This position is funded by the CARES Act.

