



COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC.

POSITION	LOCATION	PROGRAM
Public Information Coordinator	Warren County	Administration/ARRA

Closes: Open Until Filled Full-time position based in Warren County providing administrative support to the Agency through preparation and coordination of public information.

Qualifications: Minimum qualifications for this position are a Bachelor's degree in Communications, Public Administration, Public Relations, Journalism, Advertising, or related field, with a minimum of two years experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. A valid Kentucky driver's license is required, as well as excellent written and oral communication skills, and computer skills. Applicants must have ability to work in busy offices, handle the pressures of deadlines and tight work schedules, show initiative, and be a self-starter.

Salary: Salary will be based on education and experience, and position includes an excellent benefit package.

Application Process: For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue, PO Box 90014, Bowling Green, KY 42102

200 E. Fourth Street, Bowling Green, KY 42101

171 Center Street, Bowling Green, KY 42101

E-mail: aroution@casoky.org
www.casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

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