

The Community Action Committee of Pike County, Valley View Health Centers has a position opening for a Director of Marketing & Communications.

Qualifications:

- Minimum five (5) years of experience in journalism, marketing, graphic design, communications, public relations and/or related field.
- Current valid driver's license/proof of automobile insurance.
- Insurable under agency policy.
- Reliable transportation.

Preference:

- Bachelor's degree in journalism, marketing, graphic design, communications, public relations and/or related field.
- Experience overseeing the design and production of print materials and publications.
- Knowledge of information technology infrastructure, applications, office systems, computer literacy, and knowledge of Microsoft Office applications including Word, Excel, Power Point, Publisher and Outlook.
- Effective written and verbal communication skills.

Essential Job Functions:

- Work with the COO to build brand awareness through various media outlets, creating visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate the health centers patient population.
- Responsible for implementing and managing strategies for marketing management and development so as to meet organizational plans and goals within budgets and timelines.
- Manage a comprehensive and integrated communications strategy that meets the programmatic, administrative, and policy and advocacy objectives.
- Design web pages, brochures, logos, signs, reports, advertisements, uniforms and other communication materials.
- Responsible for managing print material, social media outlets, radio advertisement, billboards, and provider spotlighting.
- Must be creative with a strong sense of concept development, as well as problem-solving, research and presentation abilities.
- Copy, edit, proofread, and revise communications and press releases.
- Prepare information for the media, draft speeches and arrange interviews to effectively communicate with the public and/or our patient demographics.
- Design and/or help launch quality campaigns to improve metrics.
- Oversees, chairs and manages the Health Centers' Events Committee.
- Good verbal and written communication skills, pays great attention to detail.
- Resourceful and takes ownership of deliverables
- Attends meetings. E.g. MBO, Operation's Management, Quality, Risk, etc.
- Represents health center and interacts with regulatory agencies, insurance carriers, and other professional and community groups.
- Performs other duties as assigned.

This position is open until filled. Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications may be obtained on our website: <http://www.pikecac.org/employment-opportunities.html> or you may pick one up at the Market Street address.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

Date Posted: 5/24/2019