



## POSITION ANNOUNCEMENT

### COORDINATOR OF MARKETING & PUBLIC INFORMATION FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL

**DESCRIPTION:** The Coordinator of Public Information & Marketing provides leadership for the analysis, planning, implementation and management of all College marketing, public information, advertising, social media, website content and special events for all stakeholders. Serves as a liaison between the College and its high school, university and community partners, with a focus on fostering student engagement and collaboration.

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university. Experience in marketing, communications, enrollment management or post-secondary education desired. Experience with Adobe Creative Cloud, knowledge of general theories and principles of public relations, marketing, organizational communications, project management techniques and AP guidelines for press releases. Must have excellent oral, written and verbal communication skills.

**WAGES:** Based upon \$18.18 to \$20.91 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, IECC Application forms (available online at [www.iecc.edu/employment](http://www.iecc.edu/employment)), resume, and transcripts to [iecchr@iecc.edu](mailto: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 considered until the position is filled.

**STARTING DATE:** Pending approval by the Board of Trustees.

*Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.*

*IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a 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 Human Resources at (618) 395-5299 Extension 5522.*

**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**