



## Position Announcement

### Coordinator of Marketing & Communications

Wabash Valley College, Mt. Carmel, IL

**Description:** The Coordinator of Marketing & Communications provides leadership for the analysis, planning, implementation and control of all Wabash Valley College (WVC) marketing, public information, advertising, website content and special events for all stakeholders of WVC. This position serves as a liaison between WVC and its high school, university and community partners, especially for their students.

**Qualifications:** Bachelor’s degree required, communications, journalism or related field and two years of related experience preferred. Strong writing and proofreading skills, as well as attention to detail; skilled in planning, organizing, and time management; ability to manage website content; maintain branding standards and WVC’s social media accounts; and graphic design experience utilizing the Adobe Creative Suite are also preferred. Successful candidates must have the ability to maintain a flexible schedule that includes some evenings and weekends.

**Wages/Benefits:** Based upon \$18.69 - \$21.49 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, resume, IECC application forms (available on our website), 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 accepted until the position is filled.

**Starting Date:** Pending approval by the Board of Trustees.

*Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an employment Visa at this time.*

*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**