Job Title: Communications Coordinator

**Position Information**

No of Openings: 2
Work Schedule: 
Hours per Week: 10
Wage/Salary: unpaid

**Job Description:** Responsible for completing and maintaining online newsletter, planning some fundraiser and awareness events, as well as working with Director to develop a list of donors to become a planned giving base for the organization and foundation.

Qualifications: ***APPROVED for PUB majors by Dr. Hanzen 7/29/13

***APPROVED for CMS majors by Dr. Thieme 7/29/13

**Posting Information**

Job Location: Richmond, KY
Job Category: 
Classification: 
Majors: CMS Communications Studies, PUB Public Relations

Post Date: 08/25/2015
Expiration Date: 09/25/2015

Status: Active