



Lakes & Prairies Community Action Partnership is hiring for the following position:

COMMUNICATION COORDINATOR (full time – 40 hours/week)

This position is responsible for agency-wide marketing and communications to promote awareness and support of our mission. Responsible for developing and implementing an agency-wide communications plan; updating print, media, and electronic communications; and coordinates special events to increase community awareness and support for the organization. The employee's primary duty includes the exercise of discretion and independent judgment.

Minimum qualifications include:

- Bachelor's Degree in marketing, communication or related field
- Valid Driver's License and current vehicle insurance

Preferred qualifications include:

- Minimum of three years of progressively responsible experience in marketing, communication, public relations advertising or related field.
- Self-motivated and confident in making sound marketing and design decisions
- Excellent written and communication skills
- Collaborative work style

To place a request for a complete Job Description and an Agency Application, send message to: jobs@lakesandprairies.net

Send cover letter, resume, and completed application also to email:
jobs@lakesandprairies.net

Or, submit all documentation to the address below:

Lakes & Prairies CAP, Inc.

715 11th St N, Suite 402, Moorhead, MN 56560

Deadline to apply is Monday, July 16, 2018 @ 4:30 PM

EOE/AAE

Hires based upon Background Checks & Favorable Driving Records