

EASTERN KENTUCKY



CONCENTRATED EMPLOYMENT PROGRAM, INC.

JOB OPENING

Communications Associate

Eastern Kentucky Concentrated Employment Program, Inc. seeks a full-time Communications Associate to create and design professional marketing materials, outreach, and project support to promote our agency's workforce development programs and services. This position will be hybrid (work from home with some travel within the ECKEP region and other areas as necessary).

Qualified candidates should have the following skills or abilities:

- Advanced writing and editing skills for press releases, social media, and copywriting projects.
- Proficient in Google Suite, Adobe Creative Cloud, Canva, and Meta Business Suite
- Create multimedia assets, including photographs, videos, and graphic design
- Strong team player with advanced communication and time management skills
- Experience with nonprofits and fundraising preferred

MINIMUM REQUIREMENTS: A bachelor's degree or achievement of formal certification recognized by the industry as equivalent to a bachelor's degree. At least one year of relevant experience is desired. Related work experience may be substituted for educational requirements.

TO APPLY: Please email a resume and cover letter to spoff@ekcep.org with the job title "Communications Associate" in the subject line. Resumes will be considered in the order they are received, and no resumes will be accepted after March 10, 2025. The position includes a competitive salary with health, dental, vision, and retirement benefits.

EKCEP, Inc. is an equal-opportunity employer.