

EASTERN KENTUCKY



CONCENTRATED EMPLOYMENT PROGRAM, INC.

JOB OPENING

Communications Associate

The Eastern Kentucky Concentrated Employment Program, Inc. is seeking a full-time Communications Associate to join its communications team at the agency's office in Hazard, KY. This position requires research and development of material and the drafting and editing of communications pieces; assisting with maintenance of the agency's website; creation and placement of advertisements in various media; and coordination of advertising and marketing campaigns. Travel within EKCEP's service area will be required.

Qualified candidates should have the following skills or abilities:

- Advanced writing and editing skills.
- Familiarity with various social media platforms such as Facebook & LinkedIn.
- Working knowledge of photography/videography equipment and software.
- Familiarity with large language models, including effective prompt development and responsible use in accordance with organizational standards for accuracy, privacy, and appropriate content.
- Ability to work well with others, both inside the agency as well as partners.

MINIMUM REQUIREMENTS: A bachelor's degree, an industry-recognized certification equivalent to a bachelor's degree, or an equivalent combination of relevant education, training, and professional experience. One to three years of relevant experience is preferred.

TO APPLY: Please email a résumé to spoff@ekcep.org with the job title "Communications Associate" listed in the subject line. No résumés will be accepted after August 20, 2026. Position includes competitive salary with health, dental, vision, and retirement benefits.

EKCEP, Inc. is an equal opportunity employer.