



**Posting for Public Relations Coordinator**  
**Starting at \$16 per hour**

**Opens: Monday, January 24, 2022**  
**Opened Until Position Filled**

Crawford County Commission on Aging is a local governmental entity charged with serving older adults living in Crawford County.

The position of **Public Relations Coordinator** is a part-time (25hrs/week), union position which is charged with the design, publication and distribution of the monthly Senior Gazette. This position is also responsible for the agency website, social media sites, press releases, advertising and branding. Preferred candidate will have Associate or Bachelor Degree in advertising or public relations or a minimum of two (2) years' work experience in public or media relations. Candidate must possess excellent computer skills and be well versed in MS Publisher, Adobe Acrobat and Photoshop. The job description for the position is attached. A criminal background review and drug test is required.

Position benefits will include vacation time and sick leave after successfully completing a 6-month probationary period. Employees also eligible for 11 paid holidays.

**A resume is required along with the completed application form.** Application packets can be found on the website at [www.crawfordcoa.org/about-us/employment](http://www.crawfordcoa.org/about-us/employment). Resume should be uploaded within the application.

**To be considered a candidate for the position, you must submit complete the application on-line and upload a resume.** No phone calls, please.

*To advocate and promote the well-being and independence  
of all older adults of Crawford County.*

**Equal Opportunity Employer**