

Want to make a difference? Fahe is on a mission to eliminate persistent poverty in Appalachia. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 450,000 people, made \$703.5 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

### **Job Summary:**

This entry-level position has two primary responsibilities – first to coordinate the workflow of Fahe's Strategic Communication Team which is responsible for Communication, Development, Marketing, both digital and traditional, Advertising, Public Relations, Research, Evaluation, and Graphic Design. Secondly, this position will be creating and maintaining project-based schedules, and fielding work requests from the company at large. In addition, the position will have the opportunity to learn more and participate in a number of special interest areas related to the fields described above.

The ideal candidate will

- 1) Be an eager learner who enjoys new challenges
- 2) Demonstrate superb organization skills
- 3) Exhibit strong interpersonal communication skills and the capacity to work constructively and with teams
- 4) Have the ability to write in a clear, error-free manner.

### **Essential Duties and Functions:**

- Serves as initial point of contact for company-wide requests
- Manages workflow, tracks deadlines, and coordinates departmental priorities
- Creates and manages processes for updating materials
- Assists with administrative tasks as needed to include: scheduling, travel logistics, taking notes, preparing reports
- Demonstrates superb communication skills, including Customer Service, assuring effective internal communication, developing professional relationships with stakeholders, and writing clearly for multiple audiences.

### **Requirements for this position include:**

- Excellent customer service approach with ability to multi-task;
- Ability to work independently and collaboratively;
- Articulate; Self-motivated
- Strong organizational skills with strict attention to detail;
- Excellent written and verbal communication skills;
- Demonstrate a professional demeanor;
- Ability to retain and adapt within a consistently changing environment;
- Knowledge and proficiency working with MS Office applications; and
- Passion for Fahe's mission.

**Preferred Education and Experience:**

Bachelor's Degree in Communication, Marketing, or a related field, previous experience a plus but not necessary

Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit [www.fahe.org](http://www.fahe.org) to learn more about Fahe.

Qualified candidates may submit a resume and cover letter to [hr@fahe.org](mailto:hr@fahe.org) or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.