

# NEW POSITION ANNOUNCEMENT

Posted: January 19, 2024 \* Deadline: open until filled

## SOCIAL MEDIA/INTAKE CLERK

### AGENCY INFORMATION

**Community Action of Etowah County, Inc.**  
A Nonprofit, 501(c)(3) Charitable Organization  
624 Broad Street \* Gadsden, AL 35901 \* 256-546-9271

### QUALIFICATIONS

Associates Degree or above in Social or Computer Science, or a related field is required.

### JOB DUTIES

Manage the overall maintenance and efficacy of the social and media presence, and the information technology aspect of the Agency. Process various agency-wide program applications using data collection software and direct contact with applicants. Represent the Agency at social functions, as needed. This is a new and developing position; other duties will be assigned.

### IDEAL APPLICANT

Professional. Organized and systematic with routine task. Have a positive and progressive attitude. Comfortable with various computer software programs. Assertive when necessary and confident in abilities. Exemplify some level of commitment/loyalty to the Agency. Good oral and written communication skills. Course work or extensive experience in Social Media/Web Development is a plus. Have related experiences or a willingness to learn.

### APPLICATION PROCEDURE

Submit a resume, three professional letters of recommendation, and a completed Community Action application to:

Community Action of Etowah County, Inc.  
P.O. Box 1888  
Gadsden, AL 35902  
Attn. Gary O. Lewis, MPA, JD, Executive Director

Only complete application packages will be considered.

For your convenience, the application can be emailed to you. Send request to: [eccsp-director@comcast.net](mailto:eccsp-director@comcast.net). Pick up the application at: 624 Broad Street, Downtown Gadsden.



**of Etowah County**

**An Equal Opportunity Employer!**