

Edgecombe County is seeking a Part-time Temporary **Heritage Program Coordinator** to coordinate outreach efforts to support the county's tourism programs. Candidate will produce marketing materials such as flyers, brochures, and content for websites. Will also assist in coordinating community service projects for youth ages 8-20. Candidate should possess excellent organizational, written and oral communication skills. HS diploma or GED or equivalent combination of education and experience required. Experience in Microsoft Office products including PowerPoint, Windows moviemaker and Adobe Presenter and/or Acrobat X Pro programs a plus.

Salary: \$10.00 - \$12.00/per hour doe

Closing Date: Until Filled

Applications available online at www.edgecombecountync.gov or at the Edgecombe County Manager's Office located at 201 St. Andrew Street, Tarboro, NC 27886. PRE-EMPLOYMENT DRUG SCREENING, E-VERIFY & CRIMINAL BACKGROUND CHECK REQUIRED. (EOE)