

Information Dissemination Coordinator

*Please note: The application period for this opening is
February 16, 2009 - March 2, 2009*

ECAC has a part-time, 20 hour per week position open on our PIRC Project (Parent Information & Resource Center). This position is in our Davidson, NC office.

We need someone who can create & distribute monthly electronic newsletters, create and edit **Empower**, our 12 page newsletter 2 times per year, respond to email requests for information, keep website information updated, conduct research for materials and create PowerPoint presentations. This position requires strong writing and editing skills. We offer 10 paid holidays, accrued leave time and a 401k Plan.

Family members of individuals with disabilities encouraged to apply in writing to: ECAC, 907 Barra Row, Suites 102/103, Davidson, NC 28036 Attn: HR Coordinator