

Job Announcement – February 2026

The Center for Rural Health Innovation (CRHI) seeks a motivated **Communications Coordinator** to orchestrate assorted external & internal modes of connection for the Health-e-Schools and Health-e-Neighbors programs in rural western North Carolina.

Job responsibilities of this individual will include:

- Marketing & Publicity
 - Design marketing & publicity materials in collaboration with the team
 - Update and continuously improving organization websites (wiki)
 - Maintain social media presence for all programs (Facebook, Instagram, LinkedIn, etc.)
 - Generate content for newspaper articles, annual report, newsletters
 - Facilitate internal dashboards and external annual updates
- Medical Claims Specialist
 - Monitor claims status for payment or denial
 - Correct claim errors and resubmit
 - Communicate with insurance companies
 - Participate in training for coding and payer rules
 - Communicate best practices for billing to all providers
 - Report results of billing efforts to leadership team
- Other duties as assigned

Necessary Skills

- Successful experience working independently
- Knowledge of medical practice operations
- Ability to learn EHR, billing processes, and HIPAA procedures
- Excellent written and verbal skills to represent the program professionally
- Knowledge of social media and website management tools

Compensation and Benefits

- This is a year-round part-time position, paid hourly, starting at \$20 per hour. Hours are somewhat flexible, approximately 20 hours per week.
- The main office is in Spruce Pine but the right candidate may be able to work fully remotely.
- A laptop computer is furnished for employee's use. Some mileage is reimbursed, per CRHI policy.
- Annual wellness benefit helps with out of pocket medical and wellness expenses.

Please send letter of interest & resume to jobs@crhi.org, attention Amanda North, Executive Director. Start as soon as possible.

Center for Rural Health Innovation
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