

## 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](mailto:jobs@crhi.org), attention Amanda North, Executive Director. Start as soon as possible.

Center for Rural Health Innovation

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[www.crhi.org](http://www.crhi.org)   [www.health-e-schools.com](http://www.health-e-schools.com)