

## **Southern Pines College & Career Academy Position Announcement**

**Position:**

On-Site Coordinator (Full-Time)

**Minimum Qualifications:**

Bachelor's Degree in Related Field

**Preferred Qualifications:**

Experience with community, business, and industry entities  
Successful administrative experience

**Job Duties and Responsibilities:**

See Job Description (posted)

**Work Schedule:**

Monday through Thursday, schedule to be determined

**Salary:**

Salary is commensurate with experience. This is a full-time position with benefits.

**Location:**

Southern Pines College and Career Academy  
Baxley, Georgia

**Application Deadline:**

This position is open until filled.

**Application Procedure:**

Interested applicants should apply by emailing an application, cover letter, and resume to [gdeibert@coastalpines.edu](mailto:gdeibert@coastalpines.edu). Official transcripts will be required upon hire.

**Equal Opportunity Statement**

Southern Pines College and Career Academy (SPCCA) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).