

Program & Communication Coordinator

Deadline to Apply: February 17, 2026

The Rural Assembly seeks a Program & Communication Coordinator to support a variety of key activities for the team.

The coordinator will help organize, facilitate, and engage in programs that foster supportive rural networks, including regular offerings such as Morning Connections and Rural Assembly Everywhere, plus other ad-hoc programming. The coordinator will also support Rural Assembly communications by drafting written and visual content for use in outreach, primarily online, along with occasional opportunities to create physical marketing materials or support on-the-ground promotional efforts.

Responsibilities include, but are not limited to, the following:

- Providing logistical support for virtual and in-person programs including Rural Assembly Everywhere and Morning Connections, as well as other programmatic offerings.
- Communicating with program participants, featured guests, and promotional partners.
- Contributing to the planning and development of Rural Assembly programs.
- Occasionally facilitating programmatic activities, such as group discussions and story circles.
- Tracking programmatic metrics and keeping records documenting performance of Rural Assembly programming throughout the year.
- Creating and reviewing promotional and informational materials.
- Assisting with marketing and outreach efforts including email newsletters, social media, and the Rural Assembly website.
- Opportunities to write for the Rural Assembly website and, at times, the Daily Yonder.
- Contributing to grant proposals and reports.

Qualifications, Skills & Requirements

- Excellent written and oral communication skills.
- Ability to thrive in a dynamic work environment which requires both collaboration, individual initiative, and navigating work in a remote environment with travel opportunities throughout the year.
- Comfortable with database management and project management, with opportunities to grow in this area.
- Experience or readiness to learn using various applications to write, edit, produce and share text, graphics, video, audio, data, and other types of information (i.e., Canva, Microsoft Office, Google Docs, social media, and Slack. etc.).
- Strong organizational skills, attention to detail, ability to manage multiple projects and deadlines.
- Knowledge of, or commitment to learn about, diverse rural people, places, and policies.
- Commitment to continued professional development and learning.

Organizational Background

The Center for Rural Strategies is a nonprofit, nonpartisan 501(c)3 organization founded in 2001. Our work is national and focuses on supporting prosperous rural communities and better rural policy. Rural communities are diverse and complex, not homogenous. We seek to reflect this diversity in our programs, partnerships, and staffing. [Rural Assembly](#) is a program of the [Center for Rural Strategies](#) focused on supporting rural people and efforts by providing spaces to gather, connect, and share. We use digital and in-person platforms to lift up the voices of people working at the local, regional, and national level to improve life in rural communities. Our organization is also home to the online media platform The Daily Yonder and special projects focused on arts and cultural traditions, rural faith communities, and economic and community development.

Location

Our staff, contractors, and collaborators are in numerous places around the country. We rely on a distributed, remote workforce. Rural Assembly team members can work from anywhere in the United States but a location near our in-person locations or other staff is preferred. We have offices and core staff in Washington State, Whitesburg, KY, and Minneapolis-Saint Paul, MN. The job requires periodic regional and national travel.

Salary and Benefits

- Rural Strategies is committed to offering competitive pay with generous benefits including opportunities for professional development.
- Health insurance reimbursement account.
- 401K plan with employer contribution.
- Flexible work environment and room to grow.
- Flexible paid time off program, which includes vacation, healthcare leave, and holidays.
- Home office and cell phone stipend, a computer and other needed equipment as applicable.
- This position is a tier four position, in the context of five possible functional classifications at Rural Strategies, ranging from fellow/intern (tier five) to executive (tier one).
- Baseline salary for this position starts at \$45,000, based on the selected candidate's qualifications and experience.

Organizational Structure and Values

- Rural Strategies values inclusion and encourages candidates from diverse backgrounds to apply.
- Rural Strategies maintains a small core staff and works collaboratively with a wide range of partner organizations, independent contractors, and other allies to accomplish its mission.
- Rural Strategies uses a collaborative style of program and staff management. Our staff works closely with each other and with outside entities. The ability to maintain good professional relationships and to represent the organization appropriately in a variety of settings are attributes we value in all staff.

The Center for Rural Strategies does not discriminate based on race, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status.