

Inter Valley Health Plan

Print & Media Coordinator

Inter Valley is a non-profit, federally qualified Medicare Advantage HMO, located in Pomona, California.

Description and Requirements:

Reporting to the Supervisor, Communications, the Print and Media Coordinator provides clerical and technical support to the Communications department (the Supervisor and Print Buyer Production Specialist) through proofreading, trafficking, scheduling and coordinating the details of the flow of production of advertising and marketing materials with internal and external customers, as well as vendors. To qualify, you must have technical knowledge of mail house procedures/letter shop, print technology, graphic design basics to handle the production of projects; proficient in Word, Excel, Access Image Accounting and Mail Management Systems; college degree; and 2 years experience in print, graphics and production in an Advertising Agency, mail house or company experience in a Communications department. Must have top notch communication and proofreading skills, able to work in a fast-paced, high pressure environment with tight deadlines and changing priorities, and attention to detail.

To Apply:

Please submit your resume with cover letter to Human Resources, via email: jobs@ivhp.com or FAX: 909-622-9634.