



POSITION TITLE:

COMMUNITY OUTREACH & DEVELOPMENT COORDINATOR

REPORTS TO:

EXECUTIVE DIRECTOR

CLASSIFICATION:

FULL-TIME, NON-EXEMPT

JOB SUMMARY: The Community Outreach and Development Coordinator is a full-time position. The Community Outreach and Development Coordinator is responsible for organizing and implementing a plan of work that increases awareness of the work of Judi's Place for Kids, promotes prevention of all forms of child abuse and helps increase funding resources.

1. Identify and coordinate community outreach activities.
2. Facilitate and lead community education events and opportunities.
3. Assist with the development and planning of CAC fundraising activities.
4. Set up and maintain community outreach budget and monitor expenses.
5. Serve as liaison to other community groups identified by the Executive Director and/or work plan.
6. Work with other like-minded community groups to identify and prioritize community issues related to child abuse issues.
7. Network with local schools, businesses, faith-based organizations, and service providers to provide education opportunities and awareness.
8. Help research, write and obtain grant funding as requested by Executive Director.
9. Communicate with wide range of community members regarding child abuse and the work of Judi's Place for Kid including adults and youth, through a variety of methods, including newsletters, electronic communications, social media, telephone calls, e-mails, and presentations to groups.
10. Document and maintain all statistics regarding all community presentations.
11. Develop, maintain, and implement a communications calendar that is consistent with the strategic plan in collaboration with and approved by the Executive Director.
12. Develop necessary public relations documents consistent with the brand of the organization.
13. Attend all staff meetings as requested by Executive Director.
14. Maintain all communications through email, newsletters, and social media accounts.
15. Additional duties as assigned by the Executive Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change.

Working Conditions/

Physical Demands:

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, reach with hands or arms, and talk or hear. The employee may occasionally be required to climb stairs, stoop (bend at the waist), kneel, and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Environment: Normal office environment. The noise level in the work environment is usually moderate. Possible exposure to infectious illnesses in children.

Tools/Equipment Used: Operate a photocopier, telephone, and fax machine on a routine basis. Operate a security system daily, and electronic recording equipment infrequently. Routine use of computers including email and cloud-based applications.

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REQUIREMENTS/ QUALIFICATIONS:

1. Bachelor's degree preferred in Human Services, Communications, marketing, or related field. Will consider experience in lieu of education.
2. Per 920 KAR 2:040, an employee of a children's advocacy center shall be at least twenty-one (21) years of age.
3. Per 920 KAR 2:040 an applicant for employment shall submit to criminal records check in accordance with KRS 17.165 and a central registry check in accordance with 922 KAR 1:470 during the application process and every two (2) years thereafter while employed by the center.
4. Complete pre-service training within first three (3) months of employment if applicable. Complete a minimum of 12 hours of in-service training or continuing education annually.
5. Strong interpersonal skills
6. Must be committed to work against discrimination due to race color, creed, sex, age, or victim status in the field of child victim services. Demonstrate sensitivity to the diverse socioeconomic and cultural background of clients and the community.
7. Ability to work flexible hours, which may include evenings or weekends.
8. Excellent written and oral communication skills
9. Must be committed to developing knowledge of the dynamics of child abuse and its impact on children and society.