Position Title: Community Outreach Coordinator
Reports To: Executive Director
Schedule: Full-Time

Job Summary

This position is responsible for all aspects of the agency’s child abuse prevention program. Will promote education and outreach throughout the Kids Hub Child Advocacy Center’s service area regarding child abuse issues. Will work collaboratively with Kids Hub CAC’s partnering agencies to bring awareness to the community in relation to child abuse identification, intervention and prevention. Will gather and prepare information to submit to media outlets regarding events, activities and opportunities. Will coordinate and/or assist with public relation activities, to include: educational fairs, fundraising events and public awareness campaigns.

Routine duties will include marketing the program, scheduling presentations, teaching the curriculum, scheduling other staff for presentations, organizing program materials, coordinating program evaluation, volunteer management and preparing reports for funding sources.

Goals, Duties and Responsibilities

The goals, duties and responsibilities of the Community Outreach Coordinator are as follows, but are not limited to:

EDUCATION

- Review, develop, coordinate and conduct community trainings utilizing current trends and resources concerning: Basic Child Abuse Training to include mandatory reporting, Darkness to Light, Technology as a Tool and other trainings as they are developed.

- Seeks, establishes and maintains positive working relationships with public and private schools, faith centers, universities, community organizations/groups, businesses, child-care facilities and others as necessary/requested.

- Develop and provide “No Consent” forms to be sent out and returned with guardian signature before providing education to any persons under the age of 18.

- Develop and distribute evaluation forms for each presentation provided by staff of Kids Hub CAC.

- Maintain accurate statistics including: number of participants, number of programs provided, list of locations presentations were provided, results of evaluations completed by participants.
- Prepare, provide, maintain and update all handouts and materials provided during presentations.
- Coordinate and schedule presentations and trainings for all staff.

PUBLIC RELATIONS

- Seek opportunities to represent the agency at collaboration meetings, service fairs and other public relation events.
- Participate in child related community action groups, when relevant.
- Recruit, screen, train, and utilize volunteers.
- Photograph and write articles for new releases pertaining to program.
- Maintain effective public relations with the organization’s various publics.

MARKETING

- Assist with development of annual billboard campaign for awareness/education.
- Maintain social media accounts.
- Maintain organization website.

SPECIAL EVENTS

- Organize and maintain committees for various fundraising events hosted by organization:
  - Derby Day
  - Pinwheel Palooza
  - Special Event Fundraisers
  - Others as approved by Executive Director

OTHER

- Participates in trainings and continuing education as needed.
- Perform other duties as assigned by the Executive Director.
- Conduct all activities in accordance with the highest ethical standards and professionalism.
- Maintain the highest level of confidentiality regarding activities and client information shared at Kids Hub Child Advocacy Center.
- Adhere to the mission and policies of Kids Hub.

Qualifications

- Strong communicator, with excellent written and oral communication skills.
- Strong organizational skills.
- Ability to positively motivate others.
- Ability to think creatively and strategically, have excellent judgement and be able to work in a changing environment.
- Ability to work independently and creatively.
- Fantastic customer service ethic and high expectations for quality.
- Bachelors degree in communications, marketing, or related fields, required.
- Computer skills to include but not limited to: WORD, EXCEL, PowerPoint, Adobe, Wordpress, etc.
- General graphic design knowledge.
- Technology related to the use of projectors, video equipment and networking of systems to produce presentations.
- Demonstrate discretion, maturity, integrity and compassion in handling sensitive issues.
- Demonstrate the ability to work professionally with children and parents/caregivers.
- A valid driver’s license.
- Proof of Automobile Insurance.
- Ability to pass a criminal background check.

I have reviewed the Community Outreach Coordinator job description for Kids Hub and by signing the job description I agree to perform and adhere to the responsibilities as outlined above.

____________________________________________
Signature
____________________________________________
Date

____________________________________________
Witness Signature
____________________________________________
Date