



Protecting Children by Strengthening Families

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Social Program Specialist
Working Title: Community Relations Specialist
Division/Department: Communications – Public Relations Office
Job Status : Full-Time
FLSA Status : Non-Exempt – Bargaining Unit
PCN : 702204
Pay Range: 22
Probationary Period: 180 Days
Classification#: 69411
Revision Date: 12/2021

Objective/Purpose

Employee plans and implements community outreach activities; generating positive media coverage for agency programs and events; promotes the mission and work of the agency and the need for community contacts (faith based organizations, corporations, civic, social and educational organizations, etc.); produces and disseminates public service materials and publications and conducts speaking engagements on behalf of Franklin County Children Services and represents the Agency on other initiatives.

The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families and valuing partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

40% Writes, edits news releases and features for agency and external publications and social media platforms and videos. Designs and produces flyers, brochures, posters and ads. Proofreads and edits agency material as assigned. Maintains and monitors agency website content as assigned. Serves as Connects editor and researches as assigned.

25% Promotes the mission and work of the agency by conducting community outreach, including: public events planning, faith-based initiatives, speaking engagements, displays and other community education or awareness campaigns as assigned. Develops partnerships for community engagement; maintains and coordinates the agency's Speaker's Bureau.

20% Write sand edits news releases and features for agency and external publications and social media platforms and videos. Designs and produces flyers, brochures, posters and ads. Proofreads and edits agency material as assigned. Maintains and monitors agency website content as assigned. Serves as Connects editor and researcher as assigned.

10% Collaborates with direct service staff and Agency initiatives that promote child protection, kinship care, adoption, and volunteer recruitment and retention; develops partnerships for community engagement and promotion of all agency programs; responsible for internal and external literature distribution.

5% Serves on agency and community committees and task groups to promote child protection, kinship care, adoption and volunteer recruitment and retention. Attends department, divisional and committee meetings; meets with supervisor to discuss projects and performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

NONE

QUALIFICATIONS

Minimum Qualifications: Bachelor’s Degree in communications, journalism, marketing or related field plus six mos. post relevant experience; and sensitivity and appreciation for diverse religions and cultures. Strong writer and editor, and excellent communication, organizational and planning skills, able to work independently as well as in a team environment. Must demonstrate an understanding of website development and social media platforms. Must be proficient in Adobe Creative Suite (specifically Photoshop Illustrator, InDesign and Premier) and website contact management including basic HTML coding.

Preferred Qualifications: Bachelor’s Degree in communications, journalism, marketing or related field plus three years post relevant experience. Experience in photography, video production and editing.

Certification or Licensure: A valid Ohio Driver’s License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g., telephone, printer, dictating equipment, computer, copying machine, automobile, audio-visual equipment, training applications, presentation tools or platforms such as Microsoft Teams, Zoom, Go to Training, and Virtual Training Methods). Prolonged periods of sitting at a desk and working on a computer.

*May be asked to visit other FCCS sites or other facilities.

*** Employee in this position may be required to work flexible hours.**

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

Signature of Agency Representative:

Charles Spinning
Executive Director

Date