



Franklin County Children Services has a current vacancy for:

Social Program Specialist/Community Relations Specialist

Location: Columbus, OH

Job Type: Full-Time; Exempt– 40 hrs.

Starting Salary: \$21.31

Key Responsibilities:

- 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
- Produces and disseminates public service materials and publications and conducts speaking engagements on behalf of the Agency and represents the Agency on other initiatives
- Writes and 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. Researches as assigned
- Maintains and monitors agency website content as assigned and serves as Connects editor
- Collaborates with direct service staff and Agency initiatives that promote child protection
- Serves on agency and community committees and task groups to promote child protection
- Attends department, divisional and committee meetings

Qualifications:

Minimum Qualifications: Bachelor's degree in communications, journalism, marketing or related field plus six months of 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 content 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.

Human Resources
855 W. Mound St.
Columbus, Ohio 43223
614.351.200; fccshr@fccs.us

"Protecting Children by Strengthening Families. "

How to Apply:

Please send your resume and cover letter to fccshr@fccs.us

For information on FCCS, including more information on employee benefits and our company culture, visit our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>.

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.