

Job Announcement

Public Relations/Outreach Coordinator

Children's Connections Inc. is currently looking for a Full Time Public Relations/Outreach Coordinator to join the fast pace of this established agency. If you love helping people and have an interest for marketing or sales, this job is a great fit! Children's Connections Inc. offers paid holidays, paid time off, and health benefits are available in an environment that is supportive, fun and friendly!

WORK ACTIVITIES: Primary job duties may vary depending on how many hours worked, are:

- Communicate effectively with adoptive parents, birth parents, other agencies, and persons in crisis
- Maintain outreach data spreadsheets, hard copy and electronic files
- Prepare and distribute eye-catching print materials to describe and promote the program
- Schedule and assign community presentations, informational fairs, and structured education
- Distribute press releases to media for general public awareness of the program
- Send letters to key stakeholders (legislators, county judges, city officials) to ensure their knowledge of the program
- Make contacts with and market to agency clients throughout the United States.
- Build and maintain relationships with referring agencies in order to increase client referrals.
- Prepare marketing materials on an as needed basis to assist with special promotions and events
- Complete program paperwork
- Handle the intake process of clients in a professional and timely manner
- Maintain a professional office environment and organized workspace
- Answer telephone, handle needs of callers as assigned and record and distribute messages in a timely, professional manner
- Occasional evening and weekend work
- Accept phone calls after hours and handle emergency situations that may arise
- Out of town, overnight travel may be necessary
- Other duties as assigned

Job Qualifications:

- Bachelor's degree in a relevant field and 2 to 5 years' work experience required
- Ability to communicate effectively in oral and written forms
- Must have previous office experience in busy office setting
- Have no convictions of felony or misdemeanor classified as an offense against the person or family, or public indecency, or a felony violation of a substance included in the Texas Controlled Substance Act
- Must have reliable transportation, with a good driving record and liability insurance
- Must have respect and understanding of people from different races, cultures, and backgrounds
- Must be flexible to accommodate a growing and changing company
- Must have ability to operate office equipment including computers, Internet, alarm, telephone system, copier, fax, shredder, etc.
- Good communication skills (written and oral) and being able to work well with all types of people is a must. Fluency in Spanish a plus.
- Must be competent and have previous skills in using Microsoft Word, PowerPoint, Publisher, Excel, and Adobe Creative Suites. Prefer experience with website creation and/or editing
- Must be able to successfully pass TB test, drug test, and background checks. Random drug testing is conducted.

Pay:

- Depending on education and experience salary ranges from \$30,000-\$35,000

Qualified candidates must not conduct work for themselves or other agencies that would be a conflict of interest with any CCI program and must be able to pass criminal and child abuse/neglect background checks. If qualified, send an email with attached cover letter and resume to jobs@childrensconnections.org. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.