

Hiring Notice

Prevent Child Abuse Kentucky

Anticipated Starting Date: Fall, 2022

Position Open Until Filled

COMMUNICATIONS COORDINATOR

This position is responsible for the coordination and administration of PCAK's communications strategies.

Primary Responsibilities

- Update and coordinate the production and creation of all print and digital materials for the agency including brochures, flyers, annual reports, newsletters, toolkits, training curricula, Child Abuse Prevention Month materials, conference materials, promotional items, fact sheets, position papers, advocacy briefs, educational materials, public engagement campaigns and all other written and digital materials
- Manage all digital assets, including websites and social media channels
- Create, edit, post, monitor, build and analyze social media engagement via Facebook, Twitter, Instagram, YouTube, LinkedIn, blogs and other social media platforms
- Maintain and produce a collection of photos, graphics, icons, infographics, data, video clips and constituent stories to use in various digital content
- Represent the agency at community events as requested
- Ensure branding and style compliance
- Manage relationship with communications consultants, graphic designers, printers and other vendors
- Manage media relations including tracking media placement, drafting, and sending press releases, developing talking points for media, receiving and documenting media requests
- Assist with the development, creation, distribution/execution of all forms of written and creative content for a range of media and audiences including, but not limited to, news releases, websites, newsletters, reports
- Work as part of a team to ensure successful delivery of the annual **KIDS ARE WORTH IT!** Conference, Child Abuse Prevention Month, fundraising events and other special events

Job Qualifications & Requirements

- Bachelor's degree in communications, marketing or related field
- Professional demeanor, flexible and able to respond to multiple demands while meeting deadlines
- Experience with social media dashboards and social/web analytics software and experience translating the data
- Proficiency utilizing Adobe Creative Suite (InDesign, Photoshop, Premier)
- Ability to work independently, but function as part of a team
- Creative self-starter
- Prior experience with managing digital assets
- Prior experience with graphic design
- Excellent verbal and written communication skills
- Use of acquired knowledge and experience, problem solving skills, organization skills, judgment, and tact
- Strong time management skills and ability to work well under pressure
- Travel and some night/weekend work required
- Willingness and ability to take on increased responsibilities
- Ability to lift a minimum of 25 pounds
- Must have reliable transportation and a valid KY driver's license
- Must pass a criminal and child abuse/neglect background check
- Commitment to child abuse prevention

To Apply

Prevent Child Abuse Kentucky seeks a dynamic, energetic, organized team player committed to making a difference in helping to prevent child abuse and neglect in our Commonwealth. We are interested in seeing your skills and expertise highlighted. You are free to submit a summary of your experience, and how you think you will be an asset to PCAK, in whatever format you deem appropriate. You can submit a standard resume, and cover letter; a video (with embedded link), or other vehicle whereby you showcase your expertise and commitment to the prevention of child maltreatment.

Please submit your materials via one of these methods:

No Phone Calls Please

Via The KY Nonprofit Network: <https://tinyurl.com/knnpcakyjob>

Via LinkedIn: <https://tinyurl.com/pcakjobLI>

Via Email: to Jill Seyfred at jseyfred@pcaky.org

Via US Mail:

Prevent Child Abuse Kentucky
Attn: Jill Seyfred
801 Corporate Drive – Suite 120
Lexington, KY 40503

This is a full-time, salaried position with generous fringe benefits, vacation and sick leave. Upon completion of the onboarding process, a hybrid work option may be available. The salary range is \$35,000 - \$48,000, depending on education, experience and skill level. The PCAK office is in Lexington, KY.

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, or disability.

Funded in part or in whole with state or federal funds through a contract
(#PON2 736 2200003127) with the KY Cabinet for Health and Family Services