



## **JOB POSTING - COMMUNICATIONS COORDINATOR**

Use your creative talents to help a state-wide child abuse prevention agency move its mission forward. We need your help in handling social media responsibilities, maintaining our website, coordinating the production of all written and digital materials, and other cool aspects of communications and marketing. If you are organized, creative, and love to be on social media, this may be the job for you.

Use your time and talents to help us develop toolkits, materials, publications and a whole host of print and electronic communications tools. Be involved in the marketing and communications facets of agency events and projects. Social media? Yes. We need you to help us gain those important followers and retweets! We serve thousands of people a year, and have compelling stories to tell, but all those stories need someone behind them to pull everything together!

### **About Us:**

Prevent Child Abuse Kentucky is a 35-year non-profit agency based in Lexington, KY. This is a great time to join us as we are in the midst of launching several new projects. We are known for the blue-and-silver pinwheels during Child Abuse Prevention Month, and our annual KIDS ARE WORTH IT! Conference. We also train more than 3,500 people a year on how to prevent child abuse and neglect. We are a small, but mighty non-profit, with eight staff and a volunteer Board of Directors at 21 members.

### **The Position:**

The person who joins our team will be able to:

- Coordinate the creation and distribution of materials for a range of audiences and contexts including toolkits, training curricula, Child Abuse Prevention Month materials, conference materials, annual reports, research and meeting reports, promotional items and all print/electronic publications
- Manage all digital assets, including websites and social media channels
- Manage media relations including tracking media placement, drafting, and sending press releases, developing talking points for media, receiving and documenting media requests
- This is just a sampling of the fun projects you'll be working on!

This is a full-time salaried position with health and dental insurance, a 401(k) plan and generous holiday, vacation, and sick leave. The salary range is \$35,000 - \$48,000, depending on education, experience and skill level.

### **The Location:**

Prevent Child Abuse Kentucky is in Lexington, KY. Upon completion of the on-boarding process, a hybrid work option may be available.

### **Why Should You Apply?**

- Opportunity to work independently, but also part of a small team
- Our mission of preventing the abuse and neglect of Kentucky's children
- Use your design, proofreading, and organizational skills to help us tell our story

## **Interested?**

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](mailto:jseyfred@pcaky.org)

Via US Mail:

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

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

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(#PON2 736 200003127) with the KY Cabinet for Health and Family Services