



JOB POSTING – LEAN ON ME KENTUCKY COORDINATOR

About Us:

Prevent Child Abuse Kentucky is a 37-year non-profit agency based in Lexington, KY. 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, have 330+ partners and 15 providers who serve more than 10,000 parents/caregivers through our parent education/self-help/support groups. We are a small, but mighty non-profit, with 10 staff members when fully staffed, and a volunteer Board of Directors at 21 members.

About Lean On Me Kentucky:

In March 2023, Lean On Me Kentucky (LOMKY) officially launched in partnership with the Kentucky Department for Community Based Services. Lean On Me Kentucky is a movement that brings to light the responsibility and power we all have in helping families thrive and children grow in safe and healthy environments. This movement uses educational tools and trainings to promote protective factors and actions which lead to citizens being “community supporters” and intentionally helping those in need before abuse and neglect occur thereby preventing child welfare involvement. This movement has grown and created so much buzz, we need to hire a coordinator! We have ideas just waiting to implement, but we need YOU! The Lean On Me Kentucky Coordinator will work with staff, board members and key partners to develop this campaign.

We are seeking a dedicated and passionate Lean on Me Kentucky Coordinator to lead our efforts in promoting primary child abuse and neglect prevention strategies across the Commonwealth. The Lean on Me Kentucky Coordinator will be responsible for overseeing the development and implementation of strategic campaigns aimed at educating the public on evidence-informed primary prevention practices. This role requires a blend of creativity, organizational skills, and a strong commitment to improving healthy outcomes for all Kentucky families.

What will the Lean On Me Kentucky Coordinator Do? Coordinate and grow Lean On Me Kentucky through the following duties and responsibilities:

- Coordinate efforts with internal and external partners to successfully execute and expand upon the Lean on Me Kentucky movement, including but not limited to, the provision and coordination of trainings, presentations, awareness campaigns and educational tool development
- Collaborate with agency partners, community leaders, staff and stakeholders in all 120 Kentucky counties to ensure successful execution of “120 Counties in 120 Days” community events and activities
- Develop and execute strategies to achieve activity goals in local communities, including administrative tasks and coordination, partner outreach, fundraising, and coalition building
- Work independently or in conjunction with the Resource Development Manager to solicit sponsorships, monetary and in-kind support to promote localized “120 Days in 120 Counties” activities and events
- Effectively manage “120 Counties in 120 Days” event and activity budgets, timelines, and resources to ensure objectives are met within established parameters
- Ensure activity and event compliance with all insurance, legal and regulatory requirements
- Work with appropriate staff members, agency partners, community leaders, and stakeholders to achieve awareness goals in local communities by helping the agency establish relationships with elected officials, media outlets and influencers while ensuring activity messaging and awareness is accurate, reflects primary prevention frameworks, and is culturally appropriate
- Work with appropriate staff to create engaging and informative awareness materials, including social media content, educational resources, and promotional materials

- Monitor event and activity performance and effectiveness through data analysis and feedback mechanisms, adjusting strategies as needed to maximize impact
- Prepare on-going reports and presentations on activity progress, outcomes, and lessons learned for internal and external stakeholders including but not limited to staff, funders and key partners
- Conduct thorough research and stay abreast of primary child maltreatment prevention best practices and tools
- Work with staff to ensure activities are designed and implemented with lived experts and parent education partners
- Attend and serve on local, regional and statewide collaboratives
- Work as part of a team to support the ongoing program needs of the agency
- Provide agency trainings and presentations as requested
- Work in conjunction with staff to ensure successful delivery of annual **KIDS ARE WORTH IT!** Conference
- Maintain professional credentials as requested
- Serve as part of a team, as requested, to assist with legislative and advocacy priorities, public awareness, grant writing, fundraising and outreach efforts
- Other duties as agreed upon

This is a full-time salaried position with annual longevity pay, health and dental insurance, a 401(k) plan and generous holiday, vacation, and sick leave. ANNUAL BENEFITS VALUED AT \$20,000 MINIMUM. The salary range for this position is \$45,000 to \$65,000. The Prevent Child Abuse Kentucky office is located in Lexington, KY. For those living outside of Lexington, frequent travel to the office will be required with the possibility of a remote or hybrid work setting. We are seeking applicants from across the Commonwealth.

What Makes You Qualified:

- You have a Bachelor's Degree in Social Work, Public Health, or related field-priority will be given to individuals with a Master's Degree
- You have knowledge of child maltreatment dynamics and a commitment to child abuse and neglect prevention
- You understand the importance of diversity, equity and inclusion and make these areas a priority in your work
- You pay attention to details and like to organize, plan and develop
- You don't mind asking people for money! From local businesses to civic groups to other organizations and individuals
- Speaking to a group of five or audience of 500, in person or virtually, does not make you nervous
- You can effectively lead projects, facilitate meetings, and keep workgroups on task
- You can write a short newsletter, Executive Summary, craft an agenda, or author a five-page report
- You aren't afraid of technology and are proficient in Outlook, Power Point, Word, Excel, and platforms such as ZOOM or Survey Monkey
- You are an independent worker, and can problem solve – meaning you are able to think critically through unique problems with no set playbook and quickly implement a path to a solution, and you can toggle effortlessly between big picture strategy and in-the-weeds tactical solutions
- You aren't afraid of travel, occasional overnight stays or lugging around training equipment...or pinwheels for that matter
- With advance notice, you can travel across the state and work outside of typical office hours
- You can lift and transport at least 25 pounds, have reliable transportation, a valid KY driver's license and can pass a criminal and child abuse/neglect background check

Being trauma informed is important to our work. Please be advised, this position involves extensive and in-depth involvement around sensitive topics such as child fatalities, child sexual abuse, physical child abuse, suicidality, mental health and more. If you are not able to accurately provide education and work directly with this subject matter, this position is not for you.

Why Should You Apply?

- ❖ Commitment to the wellbeing of employees and their families.
- ❖ Benefits! We are pretty proud of what we are able to offer employees. **From paid time-off, insurance to other great perks valued at over \$20,000, annually.** Past and present employees rate our benefits as excellent.
- ❖ Be a part of the process! We don't know everything, and we don't expect you to either. We value your input and experiences and want you to be a part of decisions and direction.
- ❖ Because going to work where you can impact the lives of others is an incredible accomplishment.

Interested?

If you are interested in joining our team, 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); Power Point Presentation or other vehicle whereby you showcase your expertise and commitment to the prevention of child maltreatment. Your information should be submitted via one of these methods:

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

Via Email: jestepjordan@pcaky.org

Via US Mail:

Prevent Child Abuse Kentucky
Attn: Janna Estep Jordan
2265 Harrodsburg Road, Suite 200
Lexington, KY 40504

No Phone Calls Please

All qualified applicants, including those in protected classes will receive consideration for employment.