Franklin County Children Services

POSITION DESCRIPTION

About us:
Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

Benefits of working for us:
Hiring Bonus up to $1,500; Low Premium Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage at no cost (up to 50,000); Tuition Reimbursement; EAP Program; Additional Raises over the next three years (based on continuous service); Generous personal, vacation, & sick time.

Job title: Associate Director of Communications and Community Outreach

Location: Columbus, OH

Job Type: Full Time, 8:30am – 5:30pm

Starting Salary: $32.41/ hr.

Objective/Purpose
The Associate Director of Communications works in collaboration with and under the direction of the Director of Communications to develop and implement the agency’s strategic communications and outreach initiatives. The employee may be called to stand in for the Director of Communications and is considered a part of the senior leadership team. The employee plans and implements community outreach activities; responds to and generates media coverage for the agency programs and events; and promotes the mission and work of the agency through various communications and media channels which may include writing, editing, speech writing, development and implementation of public awareness campaigns, events, social media, and media relations. Employee is responsible for cultivating, developing, and maintaining community contacts (including but not limited to churches corporations, civic, social, and
The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency, and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages, and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency’s Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

Given the nature of this classification’s duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

**Key Responsibilities**

**35%** Develops relationships and partnerships with profit and non-profit organizations, provider agencies and neighborhood and faith-based organizations within diverse communities – particularly those disproportionately represented in agency programs – for intersystem planning efforts and to improve community capacity for needed services. Promotes the agency’s mission and guiding principles and educates the aforementioned groups regarding agency programs and services; attends and plans major public events and campaigns, speaking engagements, displays, and other community education or awareness campaigns, as assigned.

**35%** Works closely with the Director of Communications to set the vision and direction of the division, in promotion of the agency in the media, community, and through committee work. Helps the Director of Communications in branding and rebranding efforts and develops strategy to further communications internally and externally. Serves on agency and community committees and task groups to promote child protection, kinship care, adoption, and fatherhood, resources for teens, mentoring, retention, and cultural initiatives. Performs other duties within the Communication Division as assigned. Supervises the work of members of the Communications team. Employee helps write and edit all internal and external communications including press releases, brochures, annual reports, newsletters, and other communication vehicles as needed.

**25%** Serves as backup to the Director of Communications and performs the director’s duties in their absence or as assigned. The employee may be tasked with responding to crisis media and
earned media calls, conferring with the Executive Director and other administrative staff, attending leadership meetings, and other duties of the director.

5% Regularly meets with the supervisor to discuss projects and performs other related duties as needed.

*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

**Qualifications**

Minimum Qualifications: Completion of undergraduate core program in journalism, public relations (e.g., newswriting, reporting & editing); English, marketing or communication, as required by university or college, (or 5 yrs. Journalism or communication exp) 100 hrs. training in supervision (or 1 mo. exp. as supervisor or lead worker); 1 course in budgeting (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent. Ability to deal with many variables & determine specific action; prepare & deliver speeches to specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries form & contracts with officials & general public.

Preferred Qualifications: Master’s degree in communications, journalism, public relations, marketing or related field and some related work experience or bachelor’s degree and a minimum of 3 yrs. Related work exp. or an equivalent combination plus 1-year supervisory exp.

Certification or Licensure: A valid Ohio Driver’s License and automobile insurance that is in compliance with Franklin County Children Services policy required is for travel. Travel can occasionally include out of state travel which may require airline travel.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

**How to Apply**

Please send applications and resumes to fccshr@fccs.us

For information on FCCS, including employee benefits and our company culture, visit our website at https://externalfccapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list

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.