

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Part-Time Community Relations Coordinator

**BEGINNING
SALARY RANGE:** \$22.02 – \$33.91 per hour

**POSITION
DESCRIPTION:** Under the general direction of the Superintendent develops, manages and coordinates the Board's community and public relations duties, including marketing mediums. Communicates with media, businesses, schools, social service programs, staff, individuals served and families in Allen County.

- DUTIES:**
1. Develops, coordinates and manages the community and public relations program for the Board. Creates and maintains all media publicity with newspapers, radio, television, social media, agency website and agency videos to ensure outbound communications are clear and consistent.
 2. Creates press releases, annual reports, brochures, quarterly agency newsletters and other printed or promotional materials representing the agency and promoting the activities of the Board.
 3. Chair Public Relations Committee.
 4. Participates in community events that will promote the services of the board.
 5. Attend agency events to take photographs and collect photographs from others to share and maintain for future use.
 6. Coordinate and manage special events for Developmental Disability Awareness Month in March and other such awareness campaigns for individuals with disabilities.
 7. Assists with the coordination and scheduling of a quarterly evening community meeting with the Superintendent.
 8. Designs and maintains community feedback processes.

RESPONSIBLE TO:

Superintendent

HOURS:

Flexible. Typically Monday through Friday with flexible work hours and evening and weekend duties expected, as required. Average of 29 hours per week.

QUALIFICATIONS:

1. Bachelor's Degree in public relations, marketing or related field.
2. Over one through three years of related experience preferred.
3. Experience in managing or directing public relations activities to include extensive work in copy writing, editing and proofreading.
4. Experience in web analytics, social media management and social strategizing activities to include all social media platforms (Facebook, Twitter, Instagram, You Tube, and other options available).
5. Strong communication skills required. Strong networking skills, public speaking and photography experience preferred.
6. Ability to relate to individuals, families, providers and community members in a positive and supportive manner.
7. Experience with social media software, web based applications, such as google docs, InDesign or other such product for newsletter development and other communications to be developed.
8. Must have academic skills necessary to achieve acceptable scores on the Skills Ability Tests
9. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
10. Must provide proof of liability insurance on personal vehicles

CONTACT:

Chris Calvelage, HR Director
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED:

February 27, 2019

FINAL DATE FOR**ACCEPTING APPLICATIONS:** March 6, 2019****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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