



**KIDS CENTRAL, INC.**

A COMMUNITY APPROACH TO THE WELFARE OF CHILDREN

*Building Better Lives*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	COMMUNITY COORDINATOR	<b>DEPARTMENT:</b>	COMMUNITY AFFAIRS
<b>SUPERVISOR:</b>	DIRECTOR OF COMMUNITY AFFAIRS	<b>PROGRAM:</b>	KIDS CENTRAL, INC.
<b>NAME:</b>	<b>EFFECTIVE DATE:</b>		

### **JOB SUMMARY:**

The Community Coordinator assists the Director of Community Affairs with public information functions, creates and edits content for internal and external corporate communications, and participates in a variety of Community Affairs department presentations and events.

### **ESSENTIAL FUNCTIONS:**

- Gathers information, creates content, edits and produces corporate newsletters and other materials.
- Facilitates the creation and publishing of relevant, original, high-quality content (for all channels)
- Writes, reviews, edits, and updates content for company websites, blogs, marketing materials, and similar platforms.
- Assists with video editing, shooting and production
- Edits and maintains corporate website – including updates and content creation
- Monitors social media and company website metrics and prepares detailed engagement/activity reports
- Assists with the development, editing and distribution of the annual report
- Assists as directed with special projects and events through collaboration with other departments
- Completes daily media searches for stories related to: Kids Central, child welfare and related topics.
- Maintains talking points and upcoming events/series on KCI website
- Attends community events/meeting of behalf of Kids Central, as assigned by Director of Community Affairs
- Assists the Director of Community Affairs with the development of community relations in order to identify avenues for the recruitment of potential volunteers, foster parents, and other vital partners.
- Assists in developing and maintaining Kids Central's corporate image and identity, which includes the use of logos, branding and signage
- Coordinates employee store order and distributes items to staff
- Other duties as assigned

This list of functions is not intended to be exhaustive. Kids Central reserves the right to revise this job description as needed to comply with actual job requirements.

### **KNOWLEDGE, SKILLS & ABILITIES**



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- Proficient copywriting skills
- SEO knowledge
- Familiar with Constant Contact, Survey Monkey, Doodle, and Hootsuite or similar platforms.
- Proficiency in Canva and Adobe Suite
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Proficiency in social media platforms (Twitter, Facebook, YouTube, and LinkedIn)
- Ability to meet Organizational Core Competency standards
- Excellent time management, organizational and planning skills
- Exceptional communication skills both verbally and in writing with the ability to speak publically and interact with a wide variety of audiences
- Ability to work a flexible schedule, including occasional evenings and weekends
- Ability to work office equipment such as fax, scanner, and copier
- Develop and maintain constructive and cooperative working relationships with others and maintaining them over time
- Ability to work both independently and as a member of a team
- Ability to travel up to 30%
- Ability to safely operate a motor vehicle

### **QUALIFICATIONS:**

- **Education/Experience**  
Bachelor's Degree in Public Relations, Marketing, Communication or closely related field; or Associate's Degree and equivalent experience. Related experience may substitute for formal education. Experience in non-profit or social services setting is preferred
- **Other Requirements**  
Valid Florida driver's license and insurable through agency's current insurance carrier  
Must successfully clear Level II Background Screen

### **WORK ENVIRONMENT/ PHYSICAL DEMANDS**

- This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 15 pounds



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and occasionally lift and/or move objects up to 25-50 pounds utilizing proper safety equipment or with assistance.

### EMPLOYEE ACKNOWLEDGEMENT

I, the undersigned, have read and understand the requirements of this position as outlined in this job description and received a copy of same. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities I, also, understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established agency policies and performance standards.

Employee Signature	Date
Supervisor Signature	Date

### HUMAN RESOURCE CLASSIFICATIONS

**Position Code:**  
**Employment Status:** Full Time  
**Pay Grade:** 8  
**EEO Classification:** 2.1 Professional

**Revised Date:** 6/2/2021  
**FLSA Status:** Non-exempt  
**Pay Range:**  
**W/C Code:**