



Family and Community Support Specialist

Action for Children is looking for a creative, energetic individual to work in the Outreach & Engagement area as an Family and Community Support Specialist. In this role you will establish and maintain working relationships in the community to collaborate and focus on recruitment and retention strategies to increase the capacity of the children's services work force. You will implement activities to recruit and engage with foster/adoptive caregivers and provide ongoing support to providers and families navigating foster/adoptive and kinship care programs. This role involves travel throughout Central Ohio.

Major responsibilities include:

- Conduct presentations to target audiences including children service agencies, legislators, parents, and community partners to spread awareness, generate referrals, and cultivate relationships
- Organize and lead monthly meetings to build and maintain strong relationships in order to facilitate and advocate for the children's services system
- Recruit potential foster/adoptive caregivers and complete initial screenings to identify qualified candidates to refer for final approval.
- Coordinate the scheduling of special events such as workshops, fairs and presentations and arranging staffing of events, setup of events and appropriate materials for distribution – This will be done in conjunction with other team members.
- Develop, implement, and evaluate an outreach plan that includes staying informed of current children services policy and procedure changes as well as community specific resources to share with current or potential foster/adoptive care givers, families and community partners.
- Respond to questions and information requests from current and potential providers, families and community agencies via phone, email and committee meetings by providing up to date information and connection to community resources.
- Develop reports and maintaining records of outreach activities and preparing reports as needed, including AFC's quarterly and annual reports
- Work with leadership to create promotional materials and informational resources for internal and external purposes, including fliers, newsletters, website and social media content when needed.
- Occasional evening and weekend hours needed to support program and community needs

Qualifications include:

- Bachelor's degree in Business, Marketing, Social Work, related field or equivalent experiences
- Knowledge of local community resources and experience with local children services and foster care system
- Ability to interact with families of different backgrounds and cultures
- Ability to make public presentations and to interact with service professionals
- Ability to manage multiple tasks and assignments
- Proven ability to maintain timely and accurate records/data for program reporting
- Proficiency with technology and experience with Microsoft Office Suite
- Valid driver's license and car insurance with access to own transportation
- Bilingual English/Spanish is a plus



- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve

The Ideal candidate will have a desire to contribute to a place and profession which values collaboration, diversity, growth, and respect for all people. They will demonstrate the ability to be highly motivated, creative and flexible, and be committed to the overall success of the program and team. This position requires the individual to have highly developed attention to detail, strong organizational and communication skills and have a proactive approach to identify and work around obstacles to success.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, jobs@actionforchildren.org

No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.

****Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs.****