It is the policy of Quality Care for Children (QCC) that all employees shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

**Community Outreach Specialist**

**Department:** Nutrition and Family Well-Being

**Supervisor:** Vice-President, Nutrition and Family Well-Being

**Salary:** Based on experience

**RESPONSIBILITIES**

**Recruitment Programs and Families in Underserved Communities**

* Coordinate efforts to recruit eligible programs to participate in the Federal Child and Adult Care Food Program (CACFP)
* Assist staff with application processing and training setup

**Communications**

* Assist in the creation and distribution of email correspondences and educational materials
* Coordinate the creation and dissemination of media releases
* Organize content for e-newsletter, text messaging and other collateral materials
* Manage department content on agency website
* Coordinate all communication duties with Development and Marketing Department

**Public Outreach Activities**

* Coordinate community events, workshops, appearances and other communication opportunities
* Schedule regular outreach exhibitions in the community
* Nurture new and old relationships with collaborative partners

**Family and Public Engagement**

* Assist participating programs with family engagement activities including topics on nutrition and physical activity
* Assist families in accessing benefits programs (CACFP, child care scholarships, etc.)
* Assist in the organization or participation of special events, including public awareness events and initiatives (e.g. CACFP Week, Farm to ECE Week, Farm to School Month, Children’s Day at the Capitol, etc.)
* Share general information on nutrition, meal preparation and physical activity

**Administrative Duties**

* Assist staff with general administrative duties (e.g. household contacts) and assignments

**REQUIREMENTS**

* Bachelor's degree in communications, marketing, business, early childhood education, health or related fields
* Preferred experience of 2-5 years of nonprofit or outreach activities
* Outstanding written communication and presentation skills
* Strong proofreader
* Proficient in Word, Excel, PowerPoint and Outlook
* Valid driver’s license and personal transportation required
* Available to work occasional nights and weekends
* Friendly, enthusiastic and positive attitude
* Practices healthy eating and exercise
* Experience working diverse populations and urban communities
* Strong knowledge of social media (regular personal use of social media)
* Detail-orientated with the ability to manage multiple projects at a time

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

* Occasional driving
* Consistently standing for two hours or more delivering training
* Sitting at the computer for three hours or more at a time
* Bending, frequent use of hands, stooping and moderate lifting (at least 25 pounds) required
* Noise level in the work environment may be high at times.

**ADDITIONAL INFORMATION:** This position is located in Quality Care for Children's Atlanta office.

**To Apply**: Please e-mail **HR@qccga.org** your resume and 1-page cover letter (list **Community Outreach Specialist** in the e-mail's subject line). Please include your name when titling email attachments.

Resumes will be accepted until the position is filled. **No phone calls please.**