

## Hiring Notice

### Prevent Child Abuse Kentucky

Anticipated Starting Date: April, 2019

Position Open Until Filled

#### COMMUNICATIONS ASSISTANT

This position is responsible for providing administrative and creative support to the PCAK staff in implementing the communications and marketing facets of the agency strategic plan.

#### Primary Responsibilities

- Offer support to staff in designing and editing materials for a range of audiences and contexts including toolkits, training curricula, Child Abuse Prevention Month materials, conference materials, annual reports, research and meeting reports, and all print/electronic publications
- Create, edit, post, monitor and analyze content across all social media and web-based sites and produce reports as requested
- Maintain and produce a collection of photos, graphics, icons, infographics, databites, video clips and constituent stories to use in various digital content
- Represent the agency at health fairs and other community events as requested
- Work collaboratively with identified staff members to identify/produce promotional items
- Ensure branding and style compliance
- Develop and maintain a strong database for dissemination of agency communique
- Write and distribute press releases
- Work with appropriate staff to develop a schedule and content for email and digital marketing
- Track and share coverage of stories related to our work
- Work as part of a team to ensure successful delivery of the annual **KIDS ARE WORTH IT!** Conference, Child Abuse Prevention Month, fundraising events and other special events
- Provide support for all agency events

#### Job Qualifications & Requirements

- Bachelor's degree in communications, marketing or related field
- Experience with social media dashboards and social/web analytics software and experience translating it
- Proficiency utilizing Adobe Creative Suite (Indesign, Photoshop, Premier)
- Ability to work independently, but function as part of a team
- Creative self-starter
- Proven ability to manage multiple tasks and respond quickly to new events and competing priorities while meeting deadlines
- Excellent verbal and written communication skills
- Commitment to child abuse prevention
- Travel and some night/weekend work required
- Ability to lift a minimum of 25 pounds
- Must have reliable transportation and a valid KY driver's license
- Must pass a criminal and child abuse/neglect background check

To Apply

Prevent Child Abuse Kentucky seeks a dynamic, energetic, organized team player committed to making a difference in helping to prevent child abuse and neglect in our Commonwealth. Interested applicants should provide a resume, and cover letter to be submitted by one of these methods:

*No Phone Calls Please*

Via: CareerBuilder.Com: <https://tinyurl.com/PCAKCommunications>

Via: The KY Nonprofit Network: <https://kynonprofits-jobs.careerwebsite.com/job/communications-assistant/47030985/>

Via Email: to Jill Seyfred at [jseyfred@pcaky.org](mailto:jseyfred@pcaky.org)

Via US Mail:

Prevent Child Abuse Kentucky  
Attn: Jill Seyfred  
801 Corporate Drive – Suite 120  
Lexington, KY 40503

This is a full-time, salaried position with generous fringe benefits, vacation and sick leave. The successful candidate will be expected to conduct work functions in Lexington, KY.

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex age or disability.

Funded in part or in whole with state or federal funds through a contract  
(#PON2 736 1900001808) with the KY Cabinet for Health and Family Services