

Action for Children



Outreach Specialist

Who We Are

Action for Children is the local child care resource and referral agency in central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

Action for Children is looking for a creative, energetic individual to work in the Outreach & Engagement area as an Outreach 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. 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
- Recruit potential foster/adoptive caregivers within our 7-county service delivery area
- 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.
- 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

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.

Action for Children



Successful candidates will have

- 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
- 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

Desired but not Required

- Bilingual English/Spanish

Why You'll Love Working with Us

- **Comprehensive Health Coverage:** Enjoy peace of mind with our health, dental, and vision insurance plans starting within 30 days of hire
- **Generous Paid Time Off:** Recharge with ample vacation days, personal days, and holidays
- **Hybrid Work Schedule:** Enjoy the best of both worlds with a mix of remote and in-office workdays
- **Retirement Savings Plan:** We match your contributions (up to 1%) to help you build a secure financial future
- **Paid Parental Leave:** We provide 12 weeks of fully paid parental leave for all new parents, including birth, adoption, and foster care placements. This time allows you to bond with your new addition without worrying about work or finances.

How To Apply

Interested individuals should apply online at:

[Job Opportunities](#)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

Action for Children



**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. **