



Ensuring that child sex trafficking victims receive quality care and services in the State of Georgia

GEORGIA CARE CONNECTION OFFICE, DBA GEORGIA CARES, INC.

**Job Posting for Open Position:
Resource and Communications Coordinator**

DESCRIPTION OF ORGANIZATION:

Georgia Cares is the single, statewide victim service agency connecting services and treatment care for victims of child sex trafficking, otherwise known as Domestic Minor Sex Trafficking (DMST). As a 501(c)(3) nonprofit organization, Georgia Cares identifies, screens, and connects DMST/CSEC youth to appropriate and specific services and works with the youth throughout their journey of treatment and restoration. Georgia Cares believes that youth who have been exploited can be restored to safety, health, and well-being when they are recognized as victims of sexual abuse and supported with appropriate treatment. Our mission is to ensure that DMST victims receive quality care and services in the state of Georgia. It is our vision that DMST is one day eradicated, and survivors of DMST are able to thrive with the help of trauma informed treatment. Georgia Cares is located in North Atlanta; however, we serve youth in all 159 counties in Georgia.

DESCRIPTION OF POSITION:

Georgia Cares is seeking a qualified candidate to serve in the role of Resource and Communications Coordinator. The Resource and Communications Coordinator supports the reach and impact of Georgia Cares by engaging in community outreach, fundraising and communications efforts. The Coordinator is responsible for outreach to under-reporting counties and organizing trainings throughout the state of Georgia. This position requires strong communication skills, as the Coordinator will manage marketing, the agency website and social media platforms. In addition, this position will seek in-kind donations and organize small fundraising efforts for the agency, intended to increase community support and awareness. The Coordinator will manage the Georgia Cares Resource Closet and solicit in-kind donations to be given directly to the youth served by the agency. The Resource and Communications Coordinator serves as a support position to the Outreach Program Coordinator.

Georgia Cares seeks a candidate who is dependable, hardworking, and invested in making a long-term impact in supporting the statewide response to child sex trafficking. This position requires a self-directed candidate who possesses strong time management capability, a fervent work ethic, prioritization skills, and organization skills. Georgia Cares is seeking a candidate who possesses a captivating, engaging, and charismatic personality.

This is a full-time, 40 hours per week position.

DUTIES INCLUDE:

- Create and distribute marketing materials for the agency- determine the information and appearance of agency materials, to be created by a graphic designer.
- Manage all social media accounts, aiming to increase statewide reach and awareness.
- Manage the agency website, making sure it is updated, relevant, and visually appealing
- Create and send the agency's monthly newsletter.
- Oversee the implementation and sustainability of the Georgia Cares Resource Closet.
- Plan and execute small monthly fundraisers throughout the state.
- Plan and execute the annual agency Back to School and Holiday drives.
- Contact businesses and solicit in-kind donations to meet the needs of the youth served by the agency.
- Meet prospective donors and supporters on a continual basis to establish effective communication and strong relationships.
- Make public appearances/speaking engagements to share information about the agency within the community.
- Oversee creation of publications to support fundraising activities.
- Schedule, organize and advertise the Georgia Cares DMST Community trainings in different communities around the state each month.
- Research speaking event opportunities for Georgia Cares.
- Conduct outreach and advertising for counties not reporting or referring to Georgia Cares and provide information to these areas of the State.
- Schedule a minimum of two trainings per month in rural and non-reporting areas.
- Manage all incoming requests for speaking events, trainings, and engagements.
- Update and create new training curriculum, presentation material, guiding documents when needed.
- Apply for Continuing Education Units (CEU's) as appropriate.
- Manage and maintain in-house training materials and equipment.
- Disseminate information and materials for Georgia Cares on an as-needed basis.
- Act as a resource for Georgia Cares, representing the agency, attending meetings, and delivering trainings when related to education on an as-needed basis as approved and requested by the agency.
- Participate in events and trainings through attendance, observation, or facilitation, as approved and requested by the agency.
- Support the Outreach Program Coordinator in the planning and implementation of large fundraising events.
- Participate in weekly check-in meeting with supervisor.
- Perform other projects as assigned by the CEO, Director of Programming and Outreach Program Coordinator.
- Support and promote Georgia Cares Mission, Vision, and Strategic Priorities by adhering to the agency's Guiding Principles both internally and among the community.

MINIMUM REQUIREMENTS:

- Must possess a bachelor's degree, preferably in a related field such as Communications, Public Relations, Nonprofit Management, Public Policy, Sociology, Social Work, Psychology, etc.
- Must possess a minimum 2 years of fundraising experience.
- Preference will be given to candidates who have Public speaking experience and demonstrated strong writing skills.
- Must pass a background check and criminal records fingerprint check.
- Preference will be given to candidates with fluent Spanish-speaking skills.
- Must possess a reliable vehicle and be willing to travel throughout the state of Georgia.

START DATE:

The ideal start date for this position is Friday, March 01, 2019.

SALARY RANGE:

The full-time position salary range is \$30,000 a year.

BENEFITS:

- Georgia Cares pays for 70% of an employee's health, dental and vision insurance per the organization's insurance policy.
- Georgia Cares offers a desirable PTO policy with 7 agency holidays, 120 hours of Paid Time Off and 40 hours of Sick Leave.
- Georgia Cares offers a desirable benefits package to also include a paid maternity leave policy of 6 weeks, and a Retirement Package to eligible employees.
- At Georgia Cares, you will have the opportunity to work for the Nation's first statewide organization serving child sex trafficking victim and will be a leader in the field of human trafficking.

TO APPLY:

To apply, please send a cover letter and resume to admin@gacares.org by February 28, 2019.