



GEORGIA CARE CONNECTION OFFICE, DBA GEORGIA CARES, INC.

Job Posting for Open Position

Communications and Resource Coordinator

DESCRIPTION OF ORGANIZATION:

Georgia Cares is the single, statewide victim service agency connecting services and treatment care for victims of child sex trafficking. As a 501(c)(3) nonprofit organization, Georgia Cares identifies, screens, and connects youth survivors to appropriate and specific services and works with the youth throughout their journey of treatment and restoration. We believe that youth who are empowered, engaged in personal goal setting, and who have access to resources and supports can be restored and will thrive. We aim to support success within the youth we serve by providing research and evidence-based services, consistent support and service coordination with youth, as well as ongoing communication and collaboration with partners. We understand the journey of overcoming victimization and we are committed to providing consistent, caring, and long-term support during this process. Our mission is to ensure that youth victims receive quality care and services in the state of Georgia. It is our vision that child sex trafficking is one day eradicated, and survivors 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, Inc. (Georgia Cares) seeks a qualified candidate to serve in the position of Communications and Resource Coordinator. The Communications and Resource Coordinator supports the reach and impact of Georgia Cares by engaging in community outreach, organizational marketing and communication efforts. The Communications and Resource Coordinator manages the Resource Closet and solicits in-kind donations for the youth served by Georgia Cares. This position is responsible for communications to include blasts, outreach, newsletters, social media, and graphic design of materials for all agency messaging. The Coordinator serves to raise awareness and increase resources to benefit the youth served by Georgia Cares.

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 candidate who possesses strong time management capability, a fervent work ethic, prioritization skills, and organization skills. The ideal candidate would have experience in outreach/marketing, events management, materials and graphic design, development, and communications administration. This position is a full-time position with office hours from 8:30am – 5:00pm Monday through Friday and after orientation will allow up to two telework days per week. This is a full-time, salaried, exempt position and is a grant funded position within Georgia Cares.

DUTIES INCLUDE:

- Manage the Georgia Cares Resource Closet to include: tracking inventory, solicitation of goods, services, items and gifts directly for youth benefit and needs.
- Oversee the implementation and sustainability of the Georgia Cares Resource Closet.
- Contact businesses and solicit in-kind donations to meet the needs of the youth served by the agency.
- Plan and execute Georgia Cares' two annual resource drives (Back to School and Holiday).
- Complete all resource and matching reporting on a monthly basis.
- Manage communications for the agency, to include but not limited to: newsletters, social media, agency website, infographics/materials, informational one-pagers and event flyers.
- Create all marketing materials for the agency.

- 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 creation of publications to support fundraising activities.
- 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 on an as-needed basis, as approved and requested by the agency.
- Plan and execute small monthly fundraisers throughout the state.
- Support planning and execution of all Georgia Cares' fundraising and outreach events.
- Identify potential grant funding opportunities and complete grant proposals for the agency.
- Assist the Outreach Programs Coordinator with the data and outcomes tracking for the program.
- Participate in bi-monthly staff meetings, team meetings and individual supervision.
- Complete other projects as assigned by the Outreach Programs Coordinator, Director of Programming, and the CEO of Georgia Cares.
- Support and promote Georgia Cares Mission, Vision, and Strategic Priorities by adhering to the agency's Guiding Principles both internally and among the community.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- Must possess a Bachelor's Degree in Communications, Non Profit Management, Public Relations, Marketing, or related field; A Master's Degree in a related field is preferred.
- Must have a minimum of 3 years of experience.
- Candidates who possess experience with communications, graphic design, social media, and events management will be given preference.
- Must pass a background check and criminal records fingerprint check
- Must possess a reliable vehicle and be willing to travel throughout the state of Georgia

BENEFITS:

- The full-time position annual salary range is \$30,000- \$34,000.
- 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.

START DATE:

The ideal start date for this position is April 1- May 1, 2020.

TO APPLY:

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