

CHILDREN'S AID SOCIETY OF ALABAMA

Mission Statement: *Changing lives, building families, strengthening communities.*

Job Description: IL Program Communication & Logistics Specialist

Employee name: _____ ID#: _____ Date: _____

Reports to: Independent Living Program Director

Supervises: Number of direct reports: 0

Exempt Full Time

Date of Hire: _____

Nonexempt Part Time

Length of time in current position: ____ months ____ years

Select one of the following: New Hire/New Position 6 Month Performance Review Annual Performance Review

Job Requirements

Summary: This position is responsible for managing communications between and among State and Local Department of Human Resources Independent Living Program (ILP) staff, Youth in Alabama's foster care system, local, state and national IL providers and CAS ILCC staff through IL Connect website and app, social media, newsletters and other media. This position also manages logistics related to IL events. As an integral part of the IL team, this position participates in and assists onsite with IL activities.

Minimum Education: Bachelor's Degree in Communication, Public Relations, Marketing or related field preferred. Bachelor's Degree in related field and experience with DHR Foster Care System will be considered.

Minimum Work Experience: Experience in digital communications, with emphasis on website and social media marketing. Experience working with youth preferred.

Required Licenses/Certifications: Valid Alabama driver's license and auto insurance minimum liability 100/300.

Required Skills, Knowledge, and Abilities: Good communication and problem-solving skills. Ability to work well with teens and young adults by forming and maintaining a good rapport. Computer and software proficiency; proven experience in website management, social media, and marketing strategies. Strong writing and editing skills. Ability to manage multiple priorities and meet deadlines. Attention to detail and experience in planning and event logistics. Ability to work with a team while evidencing ability to think critically; plan and carry independent work when directed. Ability to demonstrate cultural and socioeconomic proficiency. Understanding of trauma informed care.

Required Internal Certification/Trainings: Bi-annual TB skin test/medical report.

List any physical requirements: Travel, some overnight. Ability to lift 30 lbs.

Essential Functions of Position

1. Coordinate Independent Living (IL) Program marketing and communications in conjunction with CAS marketing and communications plan.
2. Manage logistics of regularly scheduled IL activities, events and associated travel. Manage the IL event calendar; secure reservations for ground transportation, lodging, meals, meeting spaces, and event-specific needs; take the lead role in managing logistics for camps and conferences
3. Publicize, attend and assist with Camp Life I and II, leadership trainings and conferences, Alabama Department of Human Resources (DHR) Independent Living Program (ILP) networking conference, DREAM Council Meetings, Celebration of Scholars, national conference for Independent Living (IL) Youth and other related events.
4. Manages all marketing, publicity, electronic registration processes and data collection related to IL events, including:
 - statewide IL Networking Conference
 - (2) annual IL summer camps
 - annual Ambassador Leadership Conference
 - annual Celebration of Scholars event
 - DREAM Council meetings

5. Monitor, develop and curate content and maintain IL social media outlets including the IL Connect app, website, Facebook, Instagram and other social media platforms. Serve as liaison between IL Program and app developer. Report related analytics to Program Director and team. Provide monthly metrics of traffic statistics, reports and blog comment feedback to appropriate areas; perform continuous enhancements and modifications to these media as needed; use latest syndication and blogging tools with HTML, when appropriate; maintain troubleshooting and repairing bugs and technical problems related to the IL Connect website and app; respond promptly to blog comments, posts and email; act as liaison between site visitors and IL Program Director.
6. Serve as the staff photographer/videographer for all IL events and assist with technical support.
7. Participate in IL program meetings for planning and implementation of communications activities.
8. Provide or source graphic design for t-shirts and publicity materials.
9. Participate actively in the agency PQI process and serve on agency committees as nominated.
10. Provide other supportive services to the IL program as needed and assigned by the Program Director.

Employee Signature

Supervisor Signature

Date