



CHILDREN'S ADVOCACY CENTER
OF SMITH COUNTY

COMMUNICATIONS SPECIALIST

REPORT TO: COMMUNICATIONS MANAGER
COMPENSATION: COMMENSURATE WITH EXPERIENCE
COMMITMENT TYPE: PART-TIME
BASE OF OPERATIONS: TYLER, TEXAS

SUMMARY:

Children's Advocacy Center (CAC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of Law Enforcement, Child Protective Investigators, and the District Attorney's office. Working within this team environment, the Communications Specialist will participate in the comprehensive support to the Development Team including, but not limited to, marketing, branding, public relations, events, data entry, and fundraising efforts consistent with CAC branding guidelines.

ESSENTIAL FUNCTIONS:

- Participate in the planning and execution of digital content related to child abuse awareness, marketing, fundraising, and events communication across various social media platforms
- Utilize fundraising software to assist in development of reporting and data entry processes
- Assist in the design of digital and print campaign materials related to child abuse awareness and fundraising events
- Assist with content and editing of the CAC website, including special events and campaign promotion
- Participate in the organization of annual, current, and future fundraising events including Bling-O and Women of Courage
- Maintain positive professional relationships with all center staff, volunteers, and MDT members
- Maintain cross-cultural awareness in the performance of all responsibilities
- Other duties as assigned by the Communications Manager

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION:

- High School Diploma or equivalent (minimum)

KNOWLEDGE REQUIREMENTS:

- High level of written and oral communication skills, organizational skills, computer skills, and collaborative capabilities
- Proficiency with Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook)
- Read, write, and speak English fluently

EXPERIENCE:

- Passion to learn and gain experience in areas of marketing and communications

INTELLECTUAL AND PHYSICAL REQUIREMENTS:

- Desirable personal qualities include patience, tact, good judgment, flexibility, a positive attitude, compassion, perceptive, culturally sensitive, motivated, high professional standards and ethics, and an ability to get along with a variety of people from various disciplines
- Ability to work well under pressure and respond quickly to challenges
- Bending, stooping, reaching, and other movements required in dealing with children. Lifting of office materials (up to 20 lbs.)

OTHER INFORMATION:

- Minimum 18 years of age
- Position involves confidential work with sensitive information about child abuse victims and partner agency personnel at supervisory and front-line levels
- Employment is dependent upon successful completion of a background check, including criminal, civil and CPI clearances along with the National Sex Offenders Registry

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to ttanner@cacsmithcounty.org