Notice of Vacancy
Stark County Job & Family Services

Recruiter, Foster and Adoptive Parents

SUMMARY
Under the general supervision of the Program Administrator of Adoptions and Family Resources, plans and implements marketing and recruitment strategies, community outreach activities and other activities to recruit, train and maintain foster and adoptive parent resources.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.

- Assists with the designs and creation of promotional materials, including brochures, newsletters, calendars, videos and media spots.
- Plans and coordinates the development and distribution of foster and adoptive parent recruitment campaigns which include public outreach events, paid media advertising, earned media opportunities and social media networking. Plans and coordinates events such as: foster parent recruitment and retention activities, awareness events, community events and outreach.
- Schedules, prepares for and facilitates recruitment/informational meetings for prospective foster/adoptive families. Develops PowerPoint presentations to assist with the meetings. Responds to questions about the foster and adoptive process. Chairs or co-chairs the Recruitment Committee and other related committees or sub-committees as assigned.
- Prepares updates for the Agency website and social media to provide the public with current information.
- Produces, with technical assistance from the PR Department, the quarterly foster parent newsletter, including the development of content.
- Attends and assists with pre-service and ongoing foster and adoption training, as assigned. Develops the foster and adoptive recruitment plan as required by ODJFS.
- Regularly reviews, tracks and analyses the effectiveness of recruitment initiatives and marketing strategies. Makes necessary changes to achieve optimal results. Analyzes and controls expenditures to ensure they are effective and conform to budgetary requirements. Prepares a monthly report on marketing/recruitment activities that includes statistics, community events, advertising campaigns, media coverage and public outreach efforts.

Some nights and weekends required.

Assists with other projects as assigned.
SUPERVISORY RESPONSIBILITIES:
This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:
To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:
Undergraduate degree from a four year college or university majoring in Communications, Marketing, Journalism, Advertising, or Public Relations. Three (3) years professional experience preferred; Business Degree with related sales/marketing experience. Experience as a Social Services Worker 2 at Stark County, familiarity with the foster care/adoption process will be considered.

To apply, please access the agency’s website at www.starkjfs.org. An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED