



Job Posting: Communications Specialist

Child Care Resource Network is seeking a full-time Communications Specialist to promote Child Care Resource Network (CCRN) to child care providers, parents, employers and other community agencies in Erie County. Techniques will include marketing, public relations, design, website maintenance, social media, advocacy, event planning and outreach. S/he will increase awareness of CCRN services and educate the public on the importance of high-quality child care.

Qualifications and Competencies

1. Bachelors Degree in Marketing, Communication, related field and three years of relevant marketing and communications experience; or Associates Degree and six years of experience; or High School graduate and nine years of experience.
2. One year website graphic and content design experience
3. One year event planning experience
4. Strong computer skills; proficiency with InDesign and Microsoft® Office, including Publisher, required
5. Flexibility and ability to manage multiple projects in a changeable fast-paced environment
6. Excellent organizational skills with attention to detail
7. Must value working in a collaborative environment and must have experience working with community agencies and partners
8. Excellent human relation skills as well as the ability to communicate, orally and in writing, with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County.
9. The ability to carry out assignments without direct supervision
10. Willingness to travel within Erie and Niagara Counties
11. Available to work occasional evenings and weekends
12. Multilingual in English and Spanish or other languages that would support servicing our customers a plus
13. Valid NYS Driver License and vehicle with current registration and insurance.

The starting annual pay range for this position is \$31,000 to \$33,000 based on education and relevant experience. In addition you will be eligible for all full-time benefits that the agency offers. Some of these include:

- Benefit dollars for Group Health Insurance, Dental Insurance, Short term and Long term Disability, FSA or HSA, Retirement Plan
- Life Insurance
- Family friendly culture including: free help finding child care, Babies At Work, and a Breastfeeding Friendly Workplace
- Flexible Scheduling
- Paid Time Off that grows with your career here
- 10 Paid Holidays
- A work environment of passionate individuals dedicated to achieving high-quality care and learning experiences for all children

To apply submit resume and salary requirements to rgietz@wnychildren.org. Preference will be given to resumes received by November 12, 2017. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, sexual orientation, national origin, age, status as a Vietnam-era or special disabled veteran, marital status, disability, victims of domestic violence, genetic predisposition or any other legally protected category.

Child Care Resource Network is a not-for-profit agency that promotes quality, affordable, accessible care and learning for all children by supporting and empowering families, caregivers, education professionals, and employers in Buffalo, Erie County and WNY. To learn more visit our website at <http://www.wnychildren.org>