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**POSITION TITLE**: Education and Outreach/Marketing Coordinator – PT (20 hours per week)

**WAGE** ($13 per hour - $17.50 per hour)

**REPORTS TO**: GSCA Executive Director

*The Education and Outreach/Marketing Coordinator for the GSCA is responsible for organizing statewide training and outreach efforts, implementing marketing initiatives and managing statistical data collection and reporting. The Outreach Coordinator will also assist with fundraising activities within the GSCA’s tri-county CAC Programs.*

**DUTIES AND RESPONSIBILIITES**

* Manage the GSCA Marketing Committee and help implement the statewide Marketing Plan with respect to maintaining branded GSCA/CAC materials, implementing social media campaigns and acting as administrator for online marketing tools to promote awareness of the GSCA/CAC membership mission.
* Build relationships with the GSCA membership and develop a thorough understanding of the status of all CACs in NH to support ongoing and long-term outreach/marketing activities and objectives associated with GSCA and its CAC members.
* Collect and analyze statewide statistical data from our GSCA membership on a bi-annual basis.
* Collect and compile monthly GSCA membership reports for the Executive Director and the GSCA Board of Directors.
* Oversee the statewide OMS (Outcome Measurement System) and measure/collect other meaningful data to develop reportable outcomes to demonstrate impact for funders, legislators and other key stakeholders.
* Implement a local and statewide outreach and education campaign to include but not limited to; school districts, sport groups, youth serving organizations, religious organizations and businesses.
* Assist the Executive Director and Director of Resource Development with the development of grant proposals relative to statewide educational initiatives and statewide outreach efforts.
* Assist the Executive Director with various administrative duties.
* Assist the tri-county CACs with various fundraising events.

**REQUIREMENTS**

1. Bachelors Degree with at least 2 years of relevant experience
2. Preferred knowledge and experience with CACs and/or the dynamics of child sexual abuse
3. Experience providing training and technical assistance to professionals
4. Experience with various fundraising activities such as event planning, grant development and campaigns
5. Strong skills in public speaking
6. Excellent written and communication skills
7. Engaging, energetic with strong organizational skills, consistent follow through and self motivation
8. Knowledge and experience working with social media (Facebook, Constant Contact, Twitter etc.) for business purposes
9. Ability to work with a diverse structure of member agencies, communities and professionals
10. Strong leadership skills and a solid work ethic

Please send resume and cover letter to Joy Barrett at

Granite State Children’s Alliance  
2 Wellman Ave Suite 140  
Nashua, NH 03064

Or

[Jbarrett@cac-nh.org](mailto:kpalestino@cac-nh.org)