

Position Title: Marketing and Outreach Coordinator

Hours: 20-40 hours per week (core hours determined upon hire between 8am-6pm M-F)

Hourly Range: \$14.50-\$15.50 per hour; non-exempt

Benefits: Medical, Dental, Vision and Life Insurance, 401(k), Holiday and Vacation Pay

Reports to: Blair Stephenson (blair.stephenson@cdservices.org)

About Us:

CDS is a 501(c)3 nonprofit in the upstate of South Carolina that serves over 8,000 children and individuals each year who have developmental delays, disabilities, and special needs. We are a partnership of medical and support services in a shared building at 29 North Academy Street in Greenville. For more information about CDS or our partners, visit www.cdservices.org.

Position Summary:

The Marketing and Outreach Coordinator position will wear many hats in an impactful role to further the mission of CDS.

Position Responsibilities:

- Identify, plan, and execute family activities and programs to enhance the CDS mission
- Represent CDS during community resource fairs, special events, and collaborative meetings
- Willing to speak on behalf of CDS at appropriate internal and external events.
- Develop social media content that engages our followers and grows our network
- Manage CDS websites to stay current on plug-ins, SSO optimization, and information updates
- Assist in the creation of our eNews, Powerpoint presentations, brochures, and annual reports
- Support team members with flyer designs, advertising events, and designing event materials
- Photograph during events, uploading pictures to server, ensuring photo releases are on file
- Assist with tours of the facility
- Manage volunteers for programs and activities
- Learn about and relay resource information to families seeking disability services
- Collect client intake information and submit to DDSN for service eligibility
- Complete statistical information for CDS monthly/quarterly reports
- Other duties as assigned (ie. reception coverage, posting mail, etc.)

Education and Experience:

College-level classes or certificates in marketing or social media, or relative job experience.

Requirements:

- Comfortable with public speaking and outreach.
- Ability to relate to children with disabilities and families of diverse backgrounds.
- Exceptional communication, interpersonal, and customer service skills.
- Strong organizational skills and attention to detail.
- Protecting the CDS brand with a professional appearance and courteous behavior
- Demonstrated proficiency in Microsoft Office, Adobe Creative Suite, and website design tools
- Ability to work occasional evenings and weekends as needed for events
- Bilingual fluency in Spanish a plus