



Wayne County Children Services
2534 Burbank Rd., Wooster, Ohio 44691
www.waynecsb.org

Public Relations/Community Events Coordinator

Are you looking for the opportunity to work with a team of dedicated professionals committed to doing meaningful work?

Benefits to joining our team:

- ◆ Salary Range \$23.15 - \$31.25
- ◆ Full-time employment
- ◆ Impressive benefit package:
 - ◇ Health, Vision, Dental, Life Insurance
- ◆ Public Retirement (OPERS)
- ◆ 11 Paid Holidays
- ◆ Employee Assistance & Wellness Program
- ◆ Vacation eligible as of hire date
- ◆ 15 Paid Sick Leave days per year
- ◆ Focus on Work/Life Balance

How To Apply:

- ◆ Fax cover letter and resume to 330-345-1282
- ◆ Mail cover letter and resume to Lisa Cygan, HR Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691
- ◆ E-mail cover letter and resume to Lisa.Cygan@jfs.ohio.gov
- ◆ AND...visit our website at www.waynecsb.org and complete our employment application

Position Overview:

The right individual will be given the opportunity to support families in Wayne County by managing the public relations functions of the agency; developing, coordinating, and implementing various community-wide events and projects, and recruiting and supervising volunteers for specific projects.

Minimum Qualifications:

Bachelor's degree in Marketing, Public Relations, Journalism, or a closely related field. Experience as a public relations officer, coordinator, or representative in an organization, preferable child welfare oriented. Experience in researching and gathering information, writing and/or producing materials; presenting information to the public; handling public relations and preparing press releases. Experience managing social media sites and website management. Experience coordinating program events including development and distribution of marketing and press releases. Must have a valid Ohio driver's license with an acceptable driving record in accordance with the agency's driving record check policy. Must own, lease, or have immediate access to safe and reliable personal transportation to use for work related responsibilities when an agency vehicle is not available. Must maintain minimum insurance, per agency policy, on said transportation.

Wayne County Children Services is an Equal Opportunity Employer

Join Our Team!