



POSITION:	Community Engagement Specialist	Location:	Bismarck
REPORTS TO:	Executive Director	Pay:	\$17-\$20 hourly

At Prevent Child Abuse North Dakota (PCAND), our mission is: empowering families to thrive by providing community-driven resources that foster safe and nurturing environments for children.

We are currently seeking an enthusiastic Community Engagement Specialist to support our vision to support safe and nurturing environments, free from abuse and neglect for all children. To learn more about our initiatives and impact across North Dakota visit [PCAND](#).

We are looking for someone who is purpose-driven, highly organized and passionate about our work, who works collaboratively, is self-directed and detail-oriented, flexible, and of course a great multi-tasker. With direction from the Executive Director, the Community Engagement Specialist will be responsible for the day-to-day operations of the Bismarck office, assisting the Prevention Programs Director mailings and tracking inventory, and supporting Program with their message through compelling social media strategies and fliers.

Position Overview:

The Community Engagement Specialist’s job is to provide administrative support to agency and staff, oversee PCAND’s social media channels by raising our brand awareness, making sure our services reach as many people as possible. PCAND is a small organization so no two days in this role will be the same- from fulfilling orders for resources and brochures, to updating procedures, creating fliers and social media post, raising awareness and supporting prevention tasks across the state.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These are a sample of the key responsibilities of the role not an exhaustive list.

Operations

- Handle all mail and scanning to staff
- Orders all office supplies
- Suggests procedural changes to ensure efficiency of office practices
- Assist with planning special events
- Create templates for newsletters & fliers for all programs
- Updates the website
- Assists with Communication Plan development and monitoring

Program Support

- Supports the Project Manager of the DHHS grant in all the Child Abuse Prevention grant deliverables (responds to requests for information and mailings)
- Takes notes in program and meetings for Home Visiting Director

Social Media

- Develop and implement social media strategies to promote Prevent Child Abuse North Dakota, our partners and Child Abuse Prevention Month
- Engage with our online community, fostering a vibrant and interactive environment
- Monitor social media channels for trends, insights, and opportunities for engagement
- Stay up-to-date with the latest trends and best practices in social media marketing
- Track and analyze social media metrics to measure the success of campaigns and made data-driven recommendations for improvement

Skills and Characteristics of Top Candidates

- Equal parts doer & thinker
- Demonstratable experience in social media management, partnership coordinator or related fields
- Experience using Canva, MailChimp and Square
- Solutions-oriented. Must be passionate, willing to voice concerns, but always with a recommended fix to share.
- Proficiency in Microsoft Word Suite including Excel
- Additional skills in website design skills and design programs are appreciated

Benefits

- Healthcare
- Dental Coverage
- Vision Coverage
- Short Term Disability
- Life Insurance
- Matched IRA Simple Plan
- Paid time off (Holiday, Vacation & Sick)

How to Apply

Please submit resume, cover letter, and examples of your social media work or any successful projects you've contributed to: Subject line- Social Media Specialist to Christy Dodd, Executive Director at cdodd@pcand.org. PCAND is an Equal Opportunity Employer. Applications will be accepted until the position is filled.