**POSITION:** Outreach Specialist  
**DEPARTMENT:** Youth and Family Support Services  
Pay Grade: 4  
**Salary:** $30,409.00 - $45,164.00  
*(Starting salary depends on education and experience)*

**RESPONSIBILITIES:** The Outreach Specialist is responsible for marketing, recruitment, and direct administrative support to the programs in Youth and Family Support Services. The Outreach Specialist’s primary responsibilities are to cultivate and maintain ongoing relationships with key stakeholders such as faith community, education system, medical professionals, Children’s Division, etc. This position coordinates across programs and departments to develop key messages and materials. Engages others in recruitment activities. The Outreach Specialist provides ongoing administrative support to programs. Responsible for the marketing of programs and broad community outreach within the region including but not limited to speaking engagements, staffing tables/booths, fairs and events, media interviews, distribution of materials, presentations, and meetings.

**QUALIFICATIONS:** A Bachelor’s degree in Human Services field or Development/Marketing/Communications field is required for this position. The preferred candidate will have a Master’s degree. One (1) to three (3) years of experience is required, preferably in facilitation, community engagement or marketing. Must be able to maintain flexible working schedule as needed, including weekend and/or evening hours. Must be available to travel in five country service area. Must pass background check, physical and drug screening. This position also requires a valid driver’s license and proof of current vehicle insurance.

**BENEFITS:** Cornerstones of Care offers full-time employees a competitive benefits package, including: medical/dental/vision coverage; prescription coverage; accident insurance; short-term disability; health savings account (HSA); flexible spending account (FSA); paid time off; and retirement (401K). Part-time employees are eligible to participate in the 401k. To view a detailed Summary of Benefits please visit our website at [www.cornerstonesofcare.org](http://www.cornerstonesofcare.org) and under the heading “About Us” click on “Join Our Team.”

**HOW TO APPLY:** Please complete an online application at [www.cornerstonesofcare.org](http://www.cornerstonesofcare.org)

**CORNERSTONES OF CARE’S ORGANIZATIONAL COMMITMENTS:**
- **Nonviolence**-helping to build safety skills and a commitment to higher purpose  
- **Emotional Intelligence**-helping to teach emotional management skills  
- **Social Learning**-helping to build cognitive skills  
- **Open Communication**-helping to overcome barriers to healthy communication, learn conflict management  
- **Democracy**-helping to create civic skills of self-control, self-discipline, and administration of healthy authority  
- **Social Responsibility**-helping to rebuild social connection skills, establish healthy attachment relationships  
- **Growth and Change**-helping to work through loss and prepare for the future

Questions?  
Please contact: Cornerstones of Care, Human Resources Department  
300 E. 36th Street, Kansas City, MO 64111  
Phone: (816) 508-1707  Fax: (816) 508-1757

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*Cornerstones of Care is an*  
*Equal Opportunity Employer*