**Program Outreach Assistant**

**Location: Kershaw County First Steps**

**Salary:** $10. Per hour

**Hours:** 10-20 hours ( 50% remote work/ flexible scheduling )

Kershaw County First Steps seeks an enthusiastic and diligent program outreach assistant with a

demonstrated interest in education and/or community service. The program outreach assistant will support the

KCFS team with a variety of internal and external communications objectives in accordance

with the organization’s overall mission, vision, and values.

This is a paid position with a weekly commitment of 10-20 hours. program outreach assistant will report

to the Executive Director.

**JOB TASKS:**

1. Assist in researching, writing, and editing content for newsletters, website, blog posts and print

collateral

2. Develop messaging for social media channels, including Facebook, Twitter and Instagram

3. Monitor and summarize media coverage about SC First Steps and its priorities

4. Develop and update targeted media contact and publication mailing lists

5. Provide logistical support for community outreach activities and special events

6. Perform other duties as assigned by the Communications Director

**REQUIREMENTS:**

Desired AA in Early Childhood Education with at least 21 hours of ECE OR Bachelor or higher degree in major other than Early Childhood Education/Child Development with at least 12 hours of ECE coursework.

**To apply for this job, please send resumes to:**

**Kimberley Jordan, Executive Director (803) 432-7756**

**Kim.jordan@kershawfirststeps.org** **or**

**P.O. Box 669 Camden, SC 29021**