

Action for Children



Outreach Specialist

Central Intake and Referral · Columbus, OH · Full-Time

Who We Are

Action for Children is the local childcare resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

We foster a supportive, collaborative, and mission-driven culture where staff are encouraged to bring their whole selves to work, grow professionally, and contribute meaningfully to the well-being of families and communities.

Learn more at actionforchildren.org

What You'll Do

The Outreach Specialist builds and maintains relationships across the community to support Action for Children's Central Intake program, the entry point for Help Me Grow and other home visiting programs sponsored by the Ohio Departments of Health and Developmental Disabilities. You'll recruit, engage, and retain program participants, either directly or through referral sources.

- Plan and staff community events such as workshops, fairs, and presentations, working alongside team members
- Present to physicians, medical professionals, legislators, parents, and community partners to build awareness and generate referrals
- Lead monthly meetings with referral sources to strengthen relationships and grow Help Me Grow referrals
- Help develop and evaluate the outreach plan
- Keep records of outreach activities and prepare reports, including AFC's annual report to ODH
- Work occasional evenings and weekends to support community events

What We're Looking For

- Bachelor's degree in Marketing, Communications, Human Services or a related field
- Ability to interact with families of different backgrounds and cultures, and to present to service professionals and community groups
- Ability to manage multiple tasks and keep timely, accurate records for program reporting
- Proficiency with technology and the Microsoft Office Suite
- Valid driver's license and car insurance, with access to your own transportation

Desired but not required: Bilingual English/Spanish, knowledge of local community resources, three years of experience working with economically challenged families, or experience with Early Track, Adobe Acrobat Pro, FileMaker Pro, and email marketing software.

You'll Thrive Here If

You're a natural connector who enjoys meeting people where they are, whether that's a doctor's office, a resource fair, or a community meeting. You stay organized across a lot of moving pieces and care about helping families find the support they need.

Benefits

- **Health coverage** — Health, dental, and vision insurance starting the first of the month after 30 days
- **Generous PTO** — Vacation days, personal days, and paid holidays
- **Hybrid schedule** — Mix of remote and in-office workdays
- **Retirement savings** — Employer match up to 1%
- **Paid parental leave** — 12 weeks fully paid for birth, adoption, and foster placements

How to Apply

Apply online at

<https://www.paycomonline.net/v4/ats/web.php/portal/3E7E5ADB1EDBD6EE6581646E848F89D8/jobs/90352>.

Only candidates selected for interviews will be contacted. Final candidates will complete reference and background checks.

Action for Children is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.