

Help Me Grow Pediatric Outreach Specialist – Palm Beach County

211 Palm Beach/Treasure Coast is currently seeking a dynamic a, full-time Help Me Grow Pediatric Outreach Specialist. Help Me Grow Florida promotes early identification of developmental, behavioral or educational concerns, then links children and families to community-based services and supports at no cost to parents and caregivers. This position is responsible for ensuring public awareness of 211 and Help Me Grow and acts as a liaison between 211/Help Me Grow and the pediatric community key stakeholders. The ideal candidate will be a self-starter, organized, outgoing and has experience working in an outreach and/or marketing capacity. This position is full time Monday– Friday but does require some scheduling flexibility, some weekend and evening work is required. Paid vacation, sick leave and health care benefits.

Key responsibilities include:

- Serving as the visible representative of 211 and Help Me Grow, providing information and promotional materials as appropriate.
- Identifying and cultivating opportunities to speak to pediatric community organizations and providers.
- Curating content to post on 211's Help Me Grow social media channels
- Initiates and manages logistics of community outreach and screening events.
- Presenting the Help Me Grow concept to pediatric providers and providing support to pediatric practices around developmental screening as needed.
- Attends and participates in professional groups to increase community awareness of 211 and Help Me Grow.
- Assists with funding applications and reports.
- Development of PBC Pediatric Help Me Grow Annual marketing plan.

Applicants must possess the following:

- Strong organizational skills
- Excellent communication skills and ability to do effective public speaking
- Superior interpersonal communication skills
- Excellent Computer Skills, including experience working with Microsoft Office Suite
- Ability to multi-task and work under minimal supervision
- Ability to work cooperatively with other staff and volunteers
- Ability to assume new tasks as assigned or required
- Exemplary attendance & punctuality
- Experience posting on social media
- Maintain a professional appearance and manner at all times
- Ability to work a flexible schedule that some includes nights and weekends
- Reliable transportation & ability to travel throughout county

Education/Training:

- Bachelor's degree from an accredited college, preferably in Marketing, Public Relations, Communications, Early Childhood or equivalent experience. Bi-lingual a plus.

Please submit your resume with a cover letter outlining your qualifications, salary requirements and why you're interested in the job. Send to jobs@211pbtc.org

