

# The Pioneer Center

<https://rossdd.org/job/community-outreach-director/>

## COMMUNITY OUTREACH DIRECTOR

### Description

#### **Essential Duties:**

#### ***Communication:***

Increase awareness of the services of RCBDD/The Pioneer Center, including Pioneer School, and educate the community regarding the importance of our agency and services.

Manage agency communications including press releases, annual report, informational materials and brochures, announcements, marketing materials, and other information in written or other formats (i.e. videos).

Communicate information to and maintain a positive relationship with local media including newspaper and radio.

Manage content on website and regularly monitor and update social media.

Attend agency events to take photographs and collect photographs taken from others to share and to maintain for future use.

Coordinate and manage special events for Developmental Disability Awareness Month in March.

#### ***Employment:***

Promote the benefits of employing individuals with developmental disabilities with local businesses, professionals, and other community members.

Share success stories in written format and via pictures and videos as appropriate.

Coordinate and manage special events for the Disability Employment Awareness Month in October.

### **Hiring organization**

Pioneer Center | Ross County Board of Developmental Disabilities

### **Employment Type**

Full-time

### **Date posted**

July 8, 2025

Serve on the Employment First Council of Ross County.

***Self-Advocacy:***

Support self-advocacy focused groups, organizations, and activities in Ross County.

Support self-advocates attending local and statewide self-advocacy meetings and trainings.

***Community Outreach:***

Oversee the Community Outreach Team to ensure coordinated efforts to increase volunteers, maximize community partnerships and increase opportunities for inclusion for individuals with developmental disabilities of all ages.

Support community initiatives that improve the quality of life of individuals with developmental disabilities such as Special Olympics, Best Buddies, etc.

***General:***

Lead initiatives related to communications and community outreach. Provide support and supervision to direct reports assigned. Complete performance evaluations, approve and manage leave, and complete other supervisory duties.

Participate as a member of the agency management team. Attend board meetings and other agency activities as required. Be responsible for the timely completion of relevant reports and documents consistent with program responsibilities and others as may be assigned.

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**Flexible schedule requiring work on evening and weekend hours.**

**Qualifications**

- Bachelor's Degree (Communications, Journalism, Marketing, Public Relations, or related field)
- 3-5 years of experience in public relations and/or community relations preferred
- Must hold and maintain a current, valid driver's license
- Must maintain insurability with automobile insurance carriers
- BCII, FBI and Abuser Registry Clearance

- Have outstanding written and verbal communication skills, be adept at public speaking and crafting written communications.
- Possess exceptional interpersonal skills, build positive working relationships within the agency and community, and be a good listener who includes and engages others and inspires colleagues to their best performance.
- Have knowledge regarding intellectual and developmental disabilities and a strong understanding of current areas of focus including self-advocacy, employment, and community inclusion.
- Be able to successfully manage multiple projects and competing priorities, maintain a high level of dependability and adaptability, be energetic and self-driven and work effectively with minimal supervision.

**Contacts**

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