



# Job Opportunity

## Child & Adolescent Behavioral Health

### Development Assistant

#### Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring full-time salary or part-time fee-for-service clinical therapists.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the emotional and behavioral health support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

This position will be responsible for assisting the Marketing and Development Coordinators and working with the Mission Advancement Team. This position is expected to produce agency specific social media content, assist in grant writing projects, create and publish agency/community newsletters amongst other agency communications, and assist with marketing, events and fundraising projects.

#### Responsibilities

- Creating and publishing the agency's monthly newsletters
- Creating brochures
- Creating and publishing the agency's blog posts using content relevant to our services
- Researching grant opportunities, writing drafts, submitting grant applications and completing appropriate follow up reports
- Creating and publishing social media content relevant to the agency's programs and activities on the agency's website, Facebook, Twitter, and Instagram pages

- Attend agency events as needed
- Attending weekly check-in meetings with Marketing Director and Events Planner
- Other duties, as assigned

## Skill and Experience

- Must be familiar with WordPress
- Must be familiar with different social media channels
- Must be familiar with MS Office
- Must be familiar with donor databases (CRMs)
- Preferred you are familiar with Canva and Adobe Suite programs
- Grant writing experience preferred
- Flexibility with tasks and project deadlines deemed appropriate by CEO

## Qualifications

An Associates degree in communications/marketing or three-years of experience in the field.

## Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise.

We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

## Salary and Compensation

Salary and compensation will be based upon experience.

## Schedule and Hours

This is a full or part-time position with flexible hours.

## Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio

- Biggest Companies in Canton, Ohio
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

## Location

We have four offices locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township. This position is in the Canton office.

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Salary Range/Compensation: Compensation based on experience.

Hours: Part-time position. Some evening hours required.

Send Résumé To: [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org)

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