



116 W. Illinois Street  
Suite 4E  
Chicago, Illinois 60654  
312.595.0649 tel  
312.595.0939 fax

## **Program Associate Job Opening**

### **Organization Description:**

Kids In Danger (KID) is a nonprofit organization dedicated to protecting children by fighting for product safety. KID's mission is to save lives by enhancing transparency and accountability through safer product development, better education, and stronger advocacy for children.

### **General Description:**

The Program Associate will build KID's capacity in engaging the public in our work. This includes web-based communications (social media, blogs, website, email alerts), grassroots fundraising, advocacy and outreach to parents and caregivers. The Program Associate reports directly to the Assistant Director and will serve as the immediate supervisor for interns, with support from KID's other staff.

### **Responsibilities:**

- Support KID's outreach programs to parents, caregivers, and grandparents and develop new outreach efforts to engage more families in diverse communities with new tools and methods.
- Collaborate with other staff to conduct and publish KID research on recalled children's products and recall effectiveness and other topics that will contribute to children's product safety.
- Develop innovative approaches and help coordinate advocacy efforts on local, state, and national levels to build a grassroots network of advocates.
- Write and publish monthly email alerts, blog posts and help write bi-annual newsletter.
- Represent KID on social media to build community and spread our life-saving message.
- Support KID's Young Professionals Board by organizing meetings and events.
- Lead grassroots fundraising efforts including peer-to-peer and online fundraising and assist with other efforts to build support for KID's work.
- Supervise and provide work plans for volunteers and interns under direction of Assistant Director.

### **Skills/Competencies:**

KID is looking for candidates with effective communication and writing skills (for reports and press releases, as well as blogs and social media), a passion for issue-driven nonprofit work, proven leadership and strategic skills for advocacy and outreach campaigns, and interest in and ability to fundraise.

College degree and related experience required. Fluency in Spanish is a plus. This is an opportunity to work with experienced leaders in children's safety as well our dynamic intern and volunteer team and to have a big impact on an important issue. While we are currently remote, our office is located in River North in Chicago. KID is an equal opportunity employer. Salary for this entry level position ranges from \$37,500 to \$46,500 depending on experience. Benefits include health, dental, disability & life insurance, paid time off, and retirement savings.

Send cover letter, resume, and brief writing sample to KID's executive director, Nancy Cowles, at [nancy@kidsindanger.org](mailto:nancy@kidsindanger.org). Learn more about KID at [www.kidsindanger.org](http://www.kidsindanger.org). Deadline is October 15, 2021.

[www.KidsInDanger.org](http://www.KidsInDanger.org)



kidsindanger