



MARION COUNTY PROSECUTOR
RYAN MEARS, PROSECUTOR
251 E. OHIO ST., SUITE 160
INDIANAPOLIS, INDIANA 46204
PHONE (317) 327-3522 | www.indy.gov/MCPO

Child Support Division Outreach Coordinator

Title: Child Support Division Outreach Coordinator
Status: Full-time
Reports to: Child Support Division Chief
Minimum Starting Salary: \$47,000 plus benefits

Purpose Summary: The Marion County Prosecutor's Office, led by Prosecutor Ryan Mears, is setting new expectations in the criminal justice system, and is committed to a fair and equitable system. The Marion County Prosecutor's Office Child Support Division works to encourage non-custodial parents to take financial responsibility for the benefit of their children. The outreach coordinator is responsible for building relationships between the Child Support Division and the community in coordination with the Prosecutor's outreach efforts. The Prosecutor's Office seeks employees who are dedicated to public service, public safety, and fairness, and justice for all who come into contact with the child support system.

Responsibilities and Tasks:

- Serve as a member of the Marion County Prosecutor's Office outreach team on behalf of the Child Support Division to provide support to the community through engagement and education.
- Attend weekly outreach staffing meetings and represent the office at community and agency meetings to address Child Support related questions, which may require working on nights and weekends.
- Oversee the Child Support Division Family Resource Days and coordinate child support outreach efforts.
- Provide constituent services on behalf of the Child Support Division, including assistance with email inquiries.
- Handle Family Advocate emails as a back-up, work child support reports and assist with other division-specific administrative work.
- Liaison with Communication Team for Child Support print and digital media.
- Perform other duties and responsibilities as assigned.

Job Knowledge, Experience, and Skills Required:

- Bachelor's degree preferred, high school diploma or equivalent required.
- Excellent oral and written communication skills.
- Must work well with the public and a diverse group of people.
- Maintain a highly professional attitude and appearance. Must be a positive team player and work well with others including other paralegals, Deputy Prosecutors, administration, and the public.

- Demonstrated leadership ability in present and past positions; demonstrated ability to maintain sound and effective relationships with peers.
- Prior experience in Child Support and training, a plus.
- Must be a resident of Marion County or willing to move to Marion County within six (6) months of accepting the offer.

It is the policy of the Marion County Prosecutor's Office to provide equal opportunity in employment to all employees and applicants for employment. We seek to recruit talented employees representing diverse backgrounds and perspectives to serve as advocates for our community, and we invite all qualified applicants to apply. No person is to be discriminated against in employment because of race, color, sex, religion, age, national origin, disability, sexual orientation, gender identity, genetic information, or veteran status.

Full-time employees are eligible for a [comprehensive benefits package](#) including medical insurance, benefit leave and paid holidays, and annuity savings account through the Public Employees Retirement Fund (PERF).

If you would like to join our team, all working toward the same goal of making Marion County a safer place to reside and ensuring justice is served for all, please submit a resume and cover letter to Michael McGuire, Deputy Prosecutor/Chief of Child Support Division, to mcpolegal@indy.gov.

1-21-25/2-25-25/3-21-25