PART-TIME ADVOCACY COORDINATOR

**TYPE:** Part-Time - 20 hours/week (Daytime hours may vary, some evenings and weekends)

The part-time Advocacy Coordinator provides professional staff support to CASA (Court Appointed Special Advocates) volunteers to ensure that the children in the Ogeechee Judicial circuit (Bulloch, Effingham, Jenkins, and Screven Counties) receive sound advocacy. Responsible for supervising a caseload of up to 15 volunteers and working collaboratively with CASA Staff and Stakeholder to include but not limited to volunteer recruitment, training (pre-service and continuing education), supervision, and recognition; community education, and public awareness. The Advocacy Coordinator is hired and supervised by the Executive Director.

**IDEAL CANDIDATE:** Dedicated and passionate about the mission of CASA Ogeechee. Be a self-starter who can work independently and motivate/encourage volunteers who may feel discouraged or overwhelmed. Be creative in your ability to problem solve and resolve conflicts. Able to perform and remain calm in high pressure and/or emotionally charged situations. Possess a strong work and team ethic. Understand the effects of trauma and take a trauma-informed approach to working with vulnerable families.

**DUTIES**
1. Supervise CASA volunteers and assist them when necessary.
2. Provide pre-service and in-service training for volunteers and facilitating peer support groups.
3. Perform annual evaluations of all volunteers in or around their anniversary date of being sworn in as a volunteer.
4. Coordinate case assignments with the court and the volunteers.
5. Attend court and monthly staffings with the Division of Family and Children Services.
7. Assist with community education efforts.
8. Work in cooperation with the Executive Director or in the areas of resource development, public awareness, and planning/evaluation.
9. Participate in training sessions, continuing education, and conferences.
10. Assist with recruiting and screening volunteers on an ongoing basis to ensure that a sufficient number of CASAs are available for case assignment.
11. Perform related duties as needed.

**DESIRED QUALIFICATIONS**
- Bachelor’s Degree in child development, psychology, sociology, social work, education, or a related field. Extensive experience may be substituted for degree.
- Two years’ experience required (volunteer or paid) in two or more of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education, mental health.
- Has knowledge and understanding of the issues and dynamics within families in crisis, specifically related to child abuse and neglect.
• Basic computer skills
• Must be able to pass a criminal background check.

Please submit Cover Letter and Resume to join@casaogeechee.org. Job closes March 13, 2020. No phone calls

CASA Ogeechee is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. Diversity and inclusion among our staff is important to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.