



CASA OF THE SOUTH PLAINS, INC. JOB POSTING

TITLE: Community Outreach Specialist

DATE: March 2023

CLASSIFICATION & STATUS: Non-Exempt – Full Time

REPORTS TO: Recruitment Director

EXPECTED START DATE: April 4, 2023

PRIMARY RESPONSIBILITY: The Community Outreach Specialist will support the Recruitment Director and Training Director through identifying outreach opportunities in the community, attending community fairs to raise awareness and recruit volunteers, assisting with documentation, and background support of Volunteer Advocate training sessions.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Support the Recruitment Director in various aspects of their work:
 - a. Identify and schedule speaking opportunities and outreach events in the community with a focus on recruiting new Volunteer Advocates
 - b. Research sources for prospective Volunteer Advocates in an effort to broaden the public's awareness of the CASA mission and diversify CASA's recruitment activities
 - c. Attend community fairs and events
 - d. Support the Recruitment Director in CASA 101 Informational Sessions
 - e. Follow up with prospective Volunteer Advocates as directed by the Recruitment Director
 - f. Assist in tracking prospective Volunteer Advocates through the cultivation and recruitment process
 - g. Assist with interviews of prospective Volunteer Advocates as needed
 - h. Assist in maintaining Volunteer Advocate files through the recruitment process by entering information and uploading electronic documents to CASA's online database
 - i. Support the Recruitment Director in efforts to carry out the annual recruitment plan and to achieve the annual goal of new Volunteer Advocates
2. Support the Training Director in various aspects of their work:
 - a. Assist in preparing training materials for Volunteer Advocates
 - b. Assist in set up and preparation for training sessions and track Volunteer Advocate attendance
 - c. Seek out local business to donate meals to be provided during training sessions
 - d. Assist in maintaining Volunteer Advocate files through the training process by entering information and uploading electronic documents to CASA's online database
 - e. Follow up with Volunteer Advocates in training as directed by the Training Director

OTHER RESPONSIBILITIES

1. Attend and support special events
2. Additional duties as required

KNOWLEDGE, SKILLS, & EXPERIENCE

1. Education
 - a. A minimum of a Bachelor's degree **is preferred**. CASA of the South Plains welcomes employees from diverse educational backgrounds and degree programs.
2. Minimum experience
 - a. The ability to interact with Volunteer Advocates in a friendly and supportive manner
 - b. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, and the child welfare system **is preferred**
 - c. Demonstrated commitment to the values of diversity, equity, and inclusion
 - d. Demonstrated integrity, honesty, and ethical conduct
 - e. Demonstrated passion for CASA's mission
 - f. Approved criminal and DFPS background is required
3. Critical areas of qualifications include the following
 - a. The ability to work under time constraints, be goal-oriented, and maintain productive and effective performance and interaction with others
 - b. Excellent attention to detail
 - c. The ability to make decisions in a changing environment and anticipate future needs
 - d. Self-starter with minimal guidance required
 - e. Highly organized
 - f. Able to work collaboratively in a team environment

SALARY & BENEFITS:

CASA of the South Plains offers paid vacation, paid sick leave, paid holidays including extended Christmas break, flexible work schedule, and health insurance coverage at no cost to the employee (an average of \$6,000 per year). Paid time off increases with years of service. Office hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Remote work may be an option. **Annual pay starts at \$35,000.**

APPLICATION PROCEDURE:

Interested applicants should email a resume and cover letter to apply@casaoftthesouthplains.org. Please include the position title "Community Outreach Specialist" in the subject line. **Job posting is open until filled.**

CASA of the South Plains is an equal opportunity employer. For more information about CASA of the South Plains, please visit www.casaoftthesouthplains.org.