

CASA OF CUYAHOGA COUNTY

Job Description: Community Engagement and Recruitment Coordinator Part Time



ORGANIZATION PURPOSE:

Child and Family Advocates of Cuyahoga County (CFACC) improves the lives of children and families involved in the child welfare, family law, and juvenile justice systems in Cuyahoga County through service as Court Appointed Special Advocates (CASAs), through education and training, best practices and policies, and building collaborative alliances with related child welfare organizations.

BASIC FUNCTION:

The Community Engagement and Recruitment Coordinator is involved in public relations, community outreach, education, and awareness activities on behalf of local children in the child welfare, family law, and juvenile justice systems; takes the lead to develop and implement a community engagement, outreach, communications, and volunteer recruitment plan; maintains knowledge of community connections and resources, Cuyahoga County Juvenile Court functions, child welfare, family law, and juvenile justice systems; recruits prospective CASA volunteers.

- Requires reliable personal transportation and valid driver's license
- Must be able to adhere to an ambitious schedule of meeting dates and scheduled presentation and outreach opportunities, including some nights and weekends
- Ability to utilize standard office equipment, internet and computer
- Able to effectively communicate to the public both verbally, in writing and through presentation software

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

- Bachelor's degree in communications, marketing, social work, psychology, or related area preferred; minimum of Associate's degree in one of the above fields required.
- Three years' experience in communications, community outreach and engagement; recruitment, organization program and event planning
- High level written and oral communications, development and oversight of volunteer recruitment, community education, and other outreach events
- Excellent public speaking and presentation skills; knowledge of presentation software such as PowerPoint, Prezi, Canva, etc.
- Ability to connect with others and forge strong relationships
- Organized and analytical; Proficient in Microsoft Office, Excel, Access, Gmail and databases
- Ability to identify support, network and motivate prospective volunteers
- Ability to perform several tasks concurrently, demonstrated time management, and organizational skills
- Ability to maintain confidential case and volunteer information

DUTIES AND RESPONSIBILITIES

- Creates and implements a community engagement and volunteer recruitment plan, working with staff, board members, existing volunteers and consultants as needed
- Engages the community on the needs of local child victims of abuse and neglect
- Works effectively with digital content manager to promote and market all recruitment-based digital strategies
- Recruits CASA volunteers through community events, expos, workplace opportunities, and other outreach programming; sets and meets quarterly recruitment goals
- Establishes and maintains relationships with community partners; circulates educational materials to community groups, volunteer programs, and media outlets; researches and maintains database of community contacts
- Conducts follow-up contact with prospective CASAs
- Supports CASA applicants through application, vetting and training process
- Schedules and personally conducts at least 6 presentations monthly
- Submits monthly progress report of activities to the Executive Director by the 1st of the month
- Compiles statistical community outreach and volunteer information as needed for grant reporting; complete all program reporting requirements
- Maintains inventory of current informational and promotional materials
- Performs duties as workload necessitates in a timely, accurate, and thorough manner; is conscientious about assignments; meets productivity standards
- Embraces CASA's child-first and best interest philosophy
- Maintains confidentiality in all work, volunteer and case related matters
- Maintains a flexible schedule for early mornings, evenings, and weekends as necessary for trainings, events, and other assigned activities
- Other duties as assigned

COMPENSATION & CONDITIONS

- Part-time/hourly; wage range of \$20-22/hr. based on education, skills and experience
- Bi-weekly pay period/26 pay dates per year
- Flexible hybrid-remote schedule involving home, office and community locations
- PC, mileage and cell-phone reimbursement provided
- 5 paid holidays
- Potential to move to Full-Time employment based on future agency funding