

JOB ANNOUNCEMENT: RECRUITING & TRAINING COORDINATOR

Court Appointed Special Advocates (CASA) of Bell and Coryell Counties, located in Temple, Texas, seeks a dynamic, forward thinking individual to serve as the organization's Recruiting & Training Coordinator.

CASA of Bell and Coryell Counties is seeking a Recruitment & Training Coordinator for our nonprofit, volunteer-driven organization which provides advocacy and direct services to abused and neglected children. Our organization's mission is to screen, train and supervise community volunteers to be a leading voice in advocating for safe, permanent, nurturing homes for children in the court systems due to abuse or neglect.

The position requires leadership experience in public relations, marketing, volunteer recruitment, training and retention. The ideal candidate should be a motivational leader who can represent CASA of Bell and Coryell Counties in a professional manner and who can recruit, train and retain community volunteers to support and achieve our mission.

GENERAL RESPONSIBILITIES: Plan, implement and evaluate strategies to include Volunteer Recruitment & Training, Community Education, Outreach and Special Events. Coordinate these activities with the Executive Director, Board of Directors and related board committees.

REPORTS TO: Executive Director

Essential Skills and Requirements:

- Degree in Communications or Human Services. Master's Degree preferred.
- Two years of relevant work experience in volunteer recruitment or coordination, marketing, and/or public relations is preferred.
- Background in a social services or non-profit organization is preferred.
- Two years of experience as a CASA Supervisor or CPS Caseworker OR five years of experience as a CASA Advocate may be substituted for relevant work experience and graduate degree.
- A basic understanding of the dynamics of child abuse and neglect including the ability to manage sensitive information and maintain confidentiality.
- Ability to speak persuasively to large and small groups.
- Ability to design, develop, implement and evaluate training plans.
- Ability to work efficiently, handle multiple tasks and meet defined deadlines.
- Strong networking, presentation and communication skills, including written, verbal and nonverbal, data management skills, a strong attention to detail, demonstrated creativity, innovation, personal engagement and charisma.
- Ability to communicate with, motivate and empower volunteers to be effective in their roles; experience with volunteers is preferred.
- Work as a collaborative but independent and effective team contributor

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook; social media platforms; publishing software, database recordkeeping and reporting and the ability to learn CASA's casework database system.
- Preference given to candidates willing to relocate to, or live in, the CASA service area.

TO APPLY: Qualified applicants should email their resume, letter of interest, references and salary requirements to: careers.bccasa@gmail.com by November 16, 2015.

CASA of Bell & Coryell Counties is an equal opportunity employer.