



## **Position: Outreach Coordinator**

### **Purpose**

The Outreach Coordinator is responsible for recruiting and supporting Court Appointed Special Advocates to represent the best interests of abused and neglected children in court, working with children in truancy court, building relationships with key individuals within the community, building partnerships, and recruiting board members in Eagle County. This is a 24-hour per week position with benefits, split between supporting programs and supporting administrative and fundraising activities.

### **Responsibilities**

#### Program Support 50%

- Recruit and support Volunteer Advocates in the county assigned including:
  - Recruit volunteer advocates
  - Provide support for volunteer advocates including recommending resources and making connections
  - Support court appearances as needed
  - Participate in scheduling and delivery of volunteer advocate training sessions
- Build relationships with individuals and organizations in the community who provide services and support for the children we serve and their care-givers
- Work with Executive Director, Senior Advocate Manager and/or Director of Programs to develop and implement services in the county.

#### Community Outreach 50%

- Publicize CASA programs within the community
- Work with 5<sup>th</sup> Judicial District agencies in promoting and improving CASA programs
- Nurture relationships between CASA of the Continental Divide and potential and current Grantors, Sponsors, Donors as appropriate
- Participate in Public Relations, Fundraising, Event Planning, and Marketing activities, attend meetings as requested
- Cultivate board members

### **Competencies**

- Ability to plan, organize and prioritize workload
- Accountable for actions and outcomes
- Ability to work both independently and cooperatively
- Adept at analyzing facts, problem-solving, decision-making and demonstrating good judgment
- Ability to maintain confidentiality of information regarding cases and volunteers
- Effectively communicate with Executive Director, Director of Programs, Advocate Manager, external agencies, and Staff



### **Qualifications**

- Resides in, is connected, and active in Eagle County
- College degree and/or comparable work experience in nonprofit administration, human services/mental health or related fields
- Active and connected within the community
- Understanding of volunteer program management principles
- Knowledge of child welfare, juvenile court systems
- Strong computer competency and e-mail skills. Experience with Microsoft Word, Excel
- Clearance of criminal background screening