



## **Training & Recruitment Coordinator**

**Who We Are and What We Do:** Through training and mentorship, we empower community members to stand up for children in the foster care system and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can. CASA for Children (CASA) supports nearly 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of children under the protection of the Juvenile Dependency Court. This year 1,000 children will benefit from their tireless and tenacious work.

Ideal candidates will understand the importance of family as well as the impact of trauma. They will also share our diversity, equity, and inclusion journey through personal learning and have a willingness to support CASA's equity commitments. If this sounds like you, we would love to have you join our team.

**CASA is actively seeking to diversify our Staff  
Individuals who represent BIPOC communities are encouraged to apply**

**Where You Will Work:** This is an in-office position with flexibility for some remote work hours after 90 days of employment (including orientation and onboarding)

**Location:** The CASA office located inside the Juvenile Justice Center. 1401 NE 68<sup>th</sup> Ave., Portland, OR 97213

**Position Type:** Full-Time, Non-Exempt (hourly) Employee

**Who You Will Report To:** Training Manager

**Job Summary Description:** This position provides primary assistance and general administrative support to the Training Manager and Recruiting staff from our main office in NE Portland. As one of the first "faces of CASA" this position interacts with all prospective advocates and ensures the initial screening process is conducted in a timely manner with professionalism and courtesy. This position will support training and recruitment efforts to ensure that all aspects of recruiting, screening and training are performed smoothly and efficiently.

**Responsibilities include:**

- Assist Training Manager to ensure the smooth flow of recruiting, screening and training of prospective advocates
  - Examples of Tasks include:
    - Contact all prospective advocates to help them informed of all necessary information
    - Maintain and update RSVPs for all continuing education opportunities
    - Assist with new CASA training and all other training opportunities
- Assist Continuing Education
  - Work with Program Managers to obtain information about the monthly continuing education opportunities they offer
  - Create the monthly Continuing Education Newsletter in to be reviewed by the Marketing and Communications team

- Assist with all recruitment efforts
  - Coordinating booths and tables
  - Identifying and scheduling speaking engagements
  - Assist Recruiting staff in orientation follow-up: Help maintain a list of individuals who contact the CASA Program via various media
- Manage data entry into the program database:
  - Create initial volunteer record of all individuals who register for an orientation
  - Maintain and update a spreadsheet of all prospective advocates
  - Upload volunteer applications to database
  - Process all online forms and enter into database
  - Send reference letters for prospective volunteers ensuring timely completion and upload of all materials to database
- Ensure that the two primary background checks (i.e., DHS Child Abuse Registry and Sterling Volunteers Comprehensive Criminal Background Check) are processed in time for prospective advocates to be accepted into a training session
- Assist Training Manager with scheduling initial interviews with prospective advocates
- Ensure demographic and screening information for all trainees is entered in program database prior to the beginning of volunteer training
- Work in collaboration with the Front Office staff to ensure that graduation packets are accurately completed and ready for volunteer graduation
- Handle logistics (room reservations, handouts, equipment check, materials) for all information and training sessions
- Work closely with Recruiting staff and the Training Manager to ensure all necessary information for volunteers is completed prior to the first day of a training session
- Assist Knowing Who You Are Manager (KWYA)
  - Ensure training sessions are advertised effectively with the support of the Marketing Communications team
  - Reserve Training locations
  - Support set up of training: food, sign ups, supplies
  - Attend training as needed
- Other duties as assigned.

**Knowledge/Skills:**

- Prior CASA experience helpful
- A commitment to advancing and modeling diversity, equity and inclusion
- Excellent interpersonal, communication and computer skills
- Proficiency with Microsoft Office Suite, Google Mail, Google Docs, and Google Classroom, familiarity with and/or ability to work with other computer applications and databases
- Ability to work independent and with many different people/communication styles
- Willingness to collaborate
- Detail oriented with the ability to manage multiple tasks simultaneously

- Ability to appropriately handle confidential material/information
- Familiarity with other child welfare programs and the juvenile court system beneficial but not required

**Education and Work Experience:**

- Education obtained either through a bachelors' degree in social work or a related field *or* lived experience *or* a combination of the two
- Minimum 2 years paid *or* volunteer experience with similar job duties

**Qualities We Are Looking For:**

- Compassionate
- Strength-Based
- Flexible
- Solution-Oriented
- Resilient

**Other Things You Will Need:**

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve. Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete the provided training program for CASAs in your first four months of employment  
Complete CASA's "Knowing Who You Are" anti-bias, cultural competency training in your first six months of employment\* (*\*depending on availability*)

**Your Salary and Compensation:**

This position starts at \$43,000 (based on 2080 full time annual hours at ~\$20.67/hr.). Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR an annual additional earnings stipend of ~\$7,449** with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance.

**Special Perks:** Include a generous annual paid time off (PTO) that's awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary

**How You Can Apply:** Send your resume and cover letter to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **Training & Recruitment Coordinator**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. This position will remain open until filled. We prefer not to receive phone inquiries.