



STRENGTHENING THE VOICES OF CASA STATEWIDE

TEXAS CASA SEEKS GRANTS DEPARTMENT INTERN

Location: Austin, Texas | Hybrid Opportunity

Reports to: Brandi Goen, Grants Management Specialist II

Effective: 07/05/2022

Texas CASA (Court Appointed Special Advocates) is part of a national volunteer movement that began in 1977 in Seattle when a juvenile court judge conceived the idea of citizen volunteers speaking up for the best interests of children who are in foster care due to abuse or neglect. Today, the CASA movement has evolved into one of the largest volunteer organizations in the country. CASA volunteers are appointed by judges to watch over and advocate for these children in court, school and other settings to make sure they don't get lost in the overburdened child protection system. Volunteers stay with each case until it is closed with the goal of ensuring these children are kept safe and have the opportunity to thrive and grow.

In Texas, there are 72 local CASA volunteer advocacy programs with nearly 11,000 volunteers serving more than 30,000 children in 219 counties across the state. Texas CASA is the statewide organization that provides funding, resources, training and support to these local programs to ensure they can operate effectively and seek out the best possible volunteers who will advocate passionately for the children they serve.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.

POSITION SUMMARY:

Texas CASA seeks a dynamic, motivated and knowledgeable Grants Intern to support the Grants Team with various tasks and research related to Texas CASA's Grant Management duties. The Grants Intern is someone who wants to build their portfolio while learning skills and gaining valuable, practical experience that will give them an edge when entering a classroom or the job market. The ideal intern is one with a passion for helping others and who is looking for an opportunity to improve their skills and gain hands-on experience in grant management.



Interns will participate in a mandatory orientation, but will have the ability to work flexible hours up to 20 hours a week. Interns will have routine, and as needed, meetings with their department mentor. In addition to gaining practical skills in grant management, the internship program seeks to expose interns to the broader work of Texas CASA and the child welfare system and general office environment.

QUALIFICATIONS:

Required:

- Intermediate skills in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Must be able to pass a background check.

Preferred:

- Enrollment in an undergraduate program in accounting, finance, business administration, public administration, fund development or non-profit management.
- Relevant work experience and/or lived experience in the child welfare system.

KNOWLEDGE, SKILLS & ABILITIES:

- Attention to detail and accuracy.
- Problem-solving and troubleshooting skills.
- Ability to communicate effectively both orally and in writing.
- Regular attendance once schedule is finalized.
- Commitment to diversity and inclusion; as well as willingness and openness to learning, growing and having discussions around this arena.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

The Grants Intern will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend a few hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

FLSA STATUS: Non-exempt, temporary

COMPENSATION: This is a part-time, up to 20-hour/week, internship to begin late August and end mid-December. Interns will be paid \$15/hourly for their work during the internship.

Intern will be eligible for 403(b) retirement with 5% contribution by Texas CASA as well as worker's compensation coverage.



HOW TO APPLY:

By **07/31/2022**, please email a cover letter and resume to jobs@texascasa.org. The subject line of the email should be "Texas CASA Grants Intern Application." In the cover letter, describe the reasons for your interest in interning with the Texas CASA grants department.

Please email requested documents with attachments in PDF format only. We do not accept phone inquiries regarding the position.

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