

## **Part-time Community Awareness & Recruitment Specialist JOB DESCRIPTION**

### **Qualifications:**

1. Marketing and/or communications background preferred or equivalent experience
2. Experience speaking within groups of individuals
3. General understanding of the population served by CASA
4. Knowledge of working within the non-profit sector
5. Computer proficiency
6. Pass background check with no prior convictions
7. Must have reliable transportation

### **Skills Required:**

1. Organizational skills
2. Ability to work independently
3. Ability to communicate effectively with public, private, and community stakeholders
4. Ability to maintain a flexible schedule
5. Ability to implement and maintain confidentiality protocol
6. Ability to problem-solve effectively
7. Accurate data entry skills

### **Supervision:**

This position will be supervised by the Executive Director

### **Responsibilities and Duties:**

1. Key Areas of Responsibility: Community Awareness
  - a. Develop and maintain an effective relationship with civic and community organizations, groups, agencies, clubs, community resources, etc.
  - b. Solicit speaking opportunities to educate others about CASA
  - c. Schedule and organize community events beneficial to CASA
  - d. Represent CASA in a positive, educated, and professional manner
  - e. Other duties as assigned by the Executive Director
2. Key Areas of Responsibility: Volunteer Recruitment
  - a. Utilize membership organizations to schedule recruitment opportunities
  - b. Represent CASA at community recruitment events
  - c. Coordinate and organize recruitment opportunities within the community

- d. Represent CASA in an educated and professional manner
- e. Enter volunteer inquiries into the software system used by the program
- f. Other duties as assigned by the Executive Director

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Employee

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Date

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Executive Director

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Date