

Diversity Recruitment Specialist

We are looking for a Diversity Recruitment Specialist who can help drive CASA's recruitment efforts through organization of CASA information sessions, representing CASA at community events and outreach to potential volunteers through email and phone, with the dual goals of increasing both the overall number of volunteers and expanding the diversity of those applying.

CASA of Travis County believes every child who's experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, the team at CASA educates and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Through inclusive, honorable and respectful involvement with families, courts and all parties, CASA makes independent and educated recommendations that prioritize children's safety and, wherever possible, preserve connections to their families.

As a Diversity Recruitment Specialist, you will report to the Director of Volunteer Recruitment and Retention (DVRR) and be a member of the Community Engagement team. The Diversity Recruitment Specialist will focus on creating connections with underrepresented communities and work to increase the diversity among CASA's pool of volunteer advocates, including but not limited to diversity of race/ethnicity, sexual orientation, gender identity, differing abilities, and age. The Diversity Recruitment Specialist will support the DVRR in collecting data related to recruitment and assist in program evaluation. The Diversity Recruitment Specialist will demonstrate cultural humility in their interactions with staff, volunteers and community members and will demonstrate a commitment to race equity in all endeavors.

At the end of your first year, success would mean independently implementing the recruitment activities outlined in our recruitment plan. You will have engaged with diverse organizations and community members with the intent of expanding and diversifying our volunteer pool. You will have developed a strong working relationship with the DVRR and Recruitment and Retention team to assist in developing and refining CASA's recruitment and retention plans.

The Diversity Recruitment Specialist is a critical role to move CASA of Travis County towards meeting our vision of providing a volunteer advocate, safe home and promising future for every child in Travis County who needs us.

Use the following link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=61550&clientkey=6134204B6AAD5458C5AEA1BC7AA3A526>

Responsibilities

1. Volunteer Recruitment and Outreach

- Build and maintain relationships with civic minded businesses, organizations, faith groups, city and state employers and other small to large entities for the purpose of creating a channel of potential volunteer advocates.
- Learn about and from the diverse communities represented in Austin/Travis County and develop culturally-specific recruiting strategies to best support those communities in accessing the volunteer opportunities available at CASA.
- Approach the recruitment and engagement of new CASA volunteers with a diversity lens ensuring efforts to recruit volunteers reflect the demographics of the community and children and families served.

Seniority Level

Entry Level

Employment Type

Full-Time

Reports To

Director of Volunteer Recruitment & Retention

Starting Salary

\$50,000

2. Evaluation of Recruitment Activities

- With the support of the DVRR, collect, analyze and report on volunteer recruitment data and trends.
- Assist in tracking trends among volunteers of diverse identities including, but not limited to, race/ethnicity, age, gender identity, differing abilities, and sexual orientation.

3. Other Duties

- Collaborate and communicate with the DVRR to ensure cross-training and ability to cover tasks or assignments for other members of the Community Engagement teams as needed.
- Participate in pre-training interviews with prospective advocates as needed, at a frequency determined by the DVRR.
- Assists with and supports advocate recruitment and retention events including, but not limited to volunteer retention events, Swearing In ceremonies, Volunteer Appreciation and in-service training.

Qualifications

- A minimum of a Bachelor's degree, or in lieu of a degree, significant relevant professional experience. CASA of Travis County welcomes employees from diverse educational backgrounds and degree programs.
- Public speaking experience.
- Demonstrated ability to clearly communicate an organization's mission and need for volunteers to the community.
- Demonstrated understanding of the role of the CASA volunteer.
- Demonstrated ability to establish strong working relationships with small to large scale businesses, community groups, and other entities that represent various demographic groups needed in CASA's volunteer pool.
- Demonstrated experience and comfort working in multicultural environments and with people from diverse backgrounds.
Demonstrated self-awareness, cultural humility, and desire to learn from individuals with diverse identities.
- Demonstrated commitment to equity and inclusion.
- Demonstrated networking and relationship-building skills and ability to work in a team environment.
- Demonstrated ability to plan and implement methods of recruitment that grow the volunteer pool on a steady basis to meet the needs of the growing agency.

Preferred Qualifications

- Public speaking experiences in varied settings (small and large groups, grassroots, corporate, non-profit, faith communities).
- Two years of experience in volunteer recruitment.
- Experience within a CASA program as a staff member or volunteer.
- Experience with developing relationships to enhance diversity and inclusiveness of volunteer pool.
- Experience with or knowledge of CRM database use to track progress and outcomes related to volunteer recruitment.
- Demonstrated knowledge about issues of racial/ethnic disproportionality and disparities in social service systems.
- Experience leading diversity, equity, and inclusion work as it relates to race/ethnicity, sexual orientation, gender identity, or other identities.

Physical Requirements and Work Environment

The Diversity Recruitment Specialist will spend the majority of the time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Must be able to lift at least 20 pounds. Additionally, it is anticipated that the person may spend several hours of each day seated at a personal computer. The Diversity Recruitment Specialist will be expected to have reliable transportation to attend recruitment events. This position requires a flexible schedule in order to attend recruitment and community events during daytime and some evening and weekend hours. The Diversity Recruitment Specialist may be expected to attend certain meetings, including those that may occur in the evenings. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.