



STRENGTHENING THE VOICES OF CASA STATEWIDE

TEXAS CASA SEEKS LEARNING & TRAINING SPECIALIST

Location: Austin, Texas
Reports to: Strategic Network Support Director
Effective: 1/23/24

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 allegations of 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, with the goal of reuniting children with their families whenever safe and possible. 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 74 local CASA volunteer advocacy programs with more than 9,000 volunteers serving nearly 24,000 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:

The Learning and Education Specialist is responsible for creating and maintaining learning resources and compelling course content. The goal of this position is to: manage curriculum projects, host trainings and events, manage CASA College and online learning for Texas CASA, facilitate learners in acquiring knowledge, skills and competencies in effective in-person and virtual training, and support all teams at Texas CASA in the execution of training. This also includes working with network programs and subject matter experts, identifying target audiences' training needs, evaluation of training, tracking of training, and facilitating skill-based instruction utilizing tested instructional design theories, practices and methods.



ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Serve as project manager for training projects and ensure they run smoothly from start to end.
2. Facilitate and participate in meetings where project goals and key project milestones are determined
3. Both create and compile engaging learning resources and compelling materials
4. Work with network programs, Texas CASA team members, and subject matter experts and conduct any needed research to fully understand and create course content
5. Conduct quarterly webinars for volunteer in-service training
6. Identify target audiences' training needs
7. Apply trauma informed, connections informed and equity informed lenses to all content developed
8. Create supporting material/media (audio, video, simulations, role-plays, games, etc.)
9. Facilitate in-person, online, and virtual training events following adult instructional design principles
10. Manage CASA College and the online learning content for Texas CASA
11. Decide on the criteria used to judge learner's performance and develop assessment instruments
12. Design, track, maintain, and administer evaluations for learning courses
13. Provide immediate assistance and technical support to LMS users and track new users
14. Provide administration for the CASA College LMS, and Learning Center, and manage budgets for online training platforms
15. Monitor Texas CASA's training and provide reports as requested.
16. Analyze evaluation responses and participant satisfaction of all Texas CASA training events. Produce an evaluation summary submitted to the Chief Network Services Officer and the Officer of the team facilitating the training event and the facilitators of each training event quarterly.
17. Maintain project documentation and course folders
18. Assist in procuring and administering contracts and research proposals, serve as point of contact for vendors and contractors for Texas CASA trainings, and write scopes and requirements in Request for Proposals (RFPs)
19. Assist with organization wide virtual events as zoom host and upload completed, archived presentations to the learning management system.

ADDITIONAL FUNCTIONS:

1. Cross team coordination, as needed
2. Supports education initiatives as requested by the Strategic Network Support Director
3. Manage assigned budget
4. Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or commensurate experience
- Must pass background check
- Preferred: Experience in nonprofit or educational environments

KNOWLEDGE, SKILLS & ABILITIES:

- Familiarity with Texas CASA, the work of CASA programs, and the child advocacy system
- Knowledge of course development software and at least one learning management system



- Visual designing skills (photo shop, illustrator) and ability to story board
- Ability to write effective copy, instructional text, audio/video scripts
- Ability to facilitate compelling in-person and virtual training events
- Knowledge of adult instructional design
- Willingness to acquire advanced technical training skills
- Excellent oral and written communication skills
- Training in, understanding of, and commitment to Diversity, Equity and Inclusion in educational environments
- Trauma informed advocacy and family engagement.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Primary office is Texas CASA, although work may be performed in a remote location requiring ongoing computer use and transportation weekly to the primary office at the discretion of the CEO. During this time, the employee may be occasionally exposed to a variety of working and environmental conditions.
- This position requires frequent communication in a multitude of settings. Must be able to exchange accurate information in these situations.
- Must be able to remain stationary or move about for long periods of time and ability to move objects, up to 50 pounds.
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FLSA STATUS: Exempt

COMPENSATION: Salary range: \$60,000 - \$65,000 depending on experience.

BENEFITS:

Hybrid (partially remote and in-person) working environment. In addition, new staff will be eligible to participate in Texas CASA standard employee benefit programs on the first of the month after 30 days following the date of hire. Benefits include:

- Medical, Dental, Vision
- Group Life and Accidental Death and Dismemberment Insurance
- Short- and Long-Term Disability
- Vacation, Personal Days, Paid Sick Time
- 403(b) Retirement Plan with 5% Employer Contributions

HOW TO APPLY:

Please upload a PDF cover letter, resume, and three references to <https://apply.workable.com/texas-casa/j/1ED533C3C2/>. Please submit the requested documents in PDF format only. We do not accept phone inquiries regarding the position.

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