 JOB POSTING

Manager of Community Engagement & Volunteer Recruitment

# Overview:

CASA of the Northern Bluegrass Region is seeking a highly qualified candidate for its new position of Manager of Community Engagement & Volunteer Recruitment. The primary responsibilities of the position will be to assist CASA of the Northern Bluegrass Region with recruitment, engagement, and retention of CASA volunteers, helping to build capacity for sustainable and effective recruitment and retention strategies. This position will also develop and sustain relationships with community members, partners, funders, and stakeholders to spread awareness of the CASA mission in the Northern Bluegrass Region. The ideal candidate will understand the unique role of a CASA volunteer and the importance of identifying and addressing barriers to volunteering in such a time-intensive and critical volunteer role.

The Manager of Community Engagement & Volunteer Recruitment will also work closely with the Executive Director and the Director of Programming on regional marketing efforts with a direct focus on volunteer recruitment, engagement, and retention. This position will report to the Executive Director. The position will work in the CASA offices located in Boone, Kenton, and Grant counties. There will be travel involved across the 9-county region.

# About CASA of the Northern Bluegrass Region:

**Mission**

The mission of CASA of the Northern Bluegrass Region is to provide court-appointed volunteer advocacy to children that have experienced abuse and neglect in the family court systems of Boone, Campbell, Carroll, Gallatin, Grant, Harrison, Kenton, Owen, & Pendleton counties. The volunteer ensures that the children can thrive in safe, permanent homes.

**Vision**

A community where every child who has experienced abuse and neglect lives and thrives in a safe, caring, and permanent home.

**Values**

* Integrity – We provide services in a manner that builds trust, promotes honesty, encourages fairness, and upholds high ethical standards.
* Collaboration – We maintain open communication and engagement with all volunteer advocates and community partners to carry out our mission.
* Professionalism – We work in a respectful and considerate manner always focused on being prepared, competent and committed to excellence.
* Inclusiveness – We suspend judgement by being accepting, open minded and sensitive to our biases to promote unity.
* Resiliency – We persevere and overcome adversity by recognizing and building strengths in ourselves and others.
* Stewardship – We are responsible, transparent, and accountable to those who entrust us with their time and resources.
* Compassion – We serve others with heart and genuine care for the best interest of the child.

# Job Duties:

* Assist with volunteer recruitment and retention efforts, including reviewing Volunteer Recruitment and Diversity, Equity, and Inclusion Plans, providing customized recruitment and retention strategies, and assisting with trainings.
* Serve as the lead in the planning and scheduling of continuing education training with stakeholders.
* Serve as the volunteer recruiting lead for outreach to regional stakeholders.
* Lead efforts to ensure the CASA volunteer base reflects the children served by CASA volunteers. This includes identifying underrepresented communities (such as men, people of color, bilingual and LGBTQIA+ individuals, and individuals with lived experience in the child welfare system), developing relationships with local groups representing underrepresented communities, and providing training and assistance to local CASA programs on community engagement and recruitment within target communities.
* Respond to volunteer inquiries from the CASA of the Northern Bluegrass Region’s website, maintain internal records, and collect and analyze data to determine trends related to recruitment and retention.
* Attend community recruitment events such as, but not limited to, festivals, county fairs, church engagements, and other opportunities for community events as they arise.
* Work on recruiting strategies and enhance recruitment plans.
* Distribute upcoming volunteer pre-service training flyers in the community at coffee shops, libraries, restaurants, churches, and any other locations that would create awareness.
* Contact local organizations and congregations to advertise upcoming trainings in bulletins, newsletters, etc.
* Work with the Executive Director on major fundraising events to engage the community and raise attendance.
* Assist the Executive Director and Director of Programming with recruitment and outreach messaging as it relates to social media, email newsletters, the CASA website, and other marketing materials.
* Must complete the 30 hours of pre-service training for CASA volunteers and commit to working one CASA case through permanency to fully understand the mission of the program.
* Assist with any other reasonable duties assigned by the Executive Director or Director of Programming.

**Desired Areas of Expertise & Qualifications:**

* Bachelor’s degree in communications, public relations, public policy, human services, or related field and/or experience which demonstrates the ability to perform the essential job functions.
* Familiarity with the CASA program and the system in which CASA volunteers navigate is highly desired.
* A commitment to the principles of recruiting, engaging, and retaining volunteers.
* Three or more years of experience relevant to recruiting volunteers, leading successful volunteer programs, and/or community engagement in the human services field.
* Well-developed interpersonal, public speaking, written, and program development skills.
* Detail-oriented team player with a strong work ethic and the ability to work independently with limited supervision.
* Ability to thrive in a fast-paced, deadline-driven environment.
* Ability to make strategic goals become desired results.
* Ability to work a flexible, intermittent schedule with some work periods requiring regional travel throughout the nine counties including evening and weekend work.
* High level of proficiency and experience with Microsoft Office and Google Workspace (including Gmail, Drive, and Calendar) is highly desired; experience with or willingness to learn other platforms including Bloomerang, Canva, Constant Contact and Meta Business Suite is a plus.

**Compensation & Benefits:**

* The salary range for this position is $55,000 - $60,000 based on experience
* PTO Time & Vacation Time is available based on years of service
* Maternity/Paternity/Adoption leave
* Health Insurance Stipend
* IRA with 3% match
* A family- friendly, flexible work environment; and the opportunity to work with a team of professionals who share a passion for helping the Northern Bluegrass Region’s children have the ability to live in a safe and permanent home

*CASA of the Northern Bluegrass Region provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.*

**To Apply:**

Please submit a resume and cover letter to the attention of Nicky Jeffries, Executive Director at [careers@casanorthernbluegrass.org](mailto:careers@casanorthernbluegrass.org)