

CASA KANE COUNTY

EDUCATION AND PROJECT COORDINATOR

JOB DESCRIPTION

General Description

The Education and Project Coordinator reports to the Manager of Education and is responsible for assisting in the coordinating duties relating to CASA/GAL pre-service training, Advocate Education Plan (AEP), CASA University education, compliance, resource database, and CASA/GAL training and continuing education programming.

The position supports all preparation and coordination with the education and training team. Supports special projects that relate to all advocacy work to better serve the mission. The individual must have the ability to multi-task, prioritize and balance the day to day expectations and communicates with the entire team.

History – Mission – Direction of the Organization

In 1977, a Seattle Superior Court Judge named David Soukup was concerned about trying to make decisions on behalf of abused and neglected children without enough information. He conceived the idea of appointing community volunteers to speak up for the best interests of these children in court. He made a request for volunteers; 50 citizens responded, and that was the start of the CASA movement.

CASA Kane County began in 1988 and is 32 years in existence with 20 staff members, 25 Board of Directors, 40 Chairman Advisory Panel members and 200 plus active CASA/GAL volunteers. As a Guardian ad Litem organization, we are appointed to 100% of all abuse/neglect and probate cases in Kane County.

Mission Statement: CASA Kane County is Guardian ad Litem, nonprofit volunteer organization that advocates for the best interests of children in abuse, neglect, and private guardianships cases within the Juvenile Court system.

Qualifications

- Bachelor's degree in a related field.
- Proficiency in all Microsoft products including Outlook, Word, Excel and Publisher.
- Proficient writing ability.
- Strong time management and organizational skills.
- Experience working with Constant Contact, Mail Chimp and Survey Monkey or similar tools.
- Experience working with database management systems.
- Must be able to multi-task, work collaboratively in a team environment, and execute timelines.
- Must be flexible in schedule in order to carry out duties and responsibilities.
- Self-starter who is goal-orientated and brings a high level of energy to a dynamic team.
- Demonstrates professional ability to interact positively in many different settings with volunteers; attorneys; court personnel; media; staff members; board members; and members of our community.
- Commitment to CASA Kane County's goals and mission.

Duties & Responsibilities

- Assists all staff, Executive Director, CASA/GAL volunteers and donors with administrative support as needed.
- Assist in the facilitation of all live programming which includes (1) speaker; (2) venue; (3) material distribution; (4) catering; (5) registering attendees; (6) coordinating audio visual needs; and (7) performing all other tasks to ensure a smooth lecture or seminar.
- Assist with all administrative tasks before, during and after Pre-service training.
- Assist with researching, reviewing and overseeing the credibility of resources and compliance on CASA University for Volunteers, Board of Directors, and staff.
- Assist with the recruitment process of new CASA/GAL Volunteers, which includes qualifying and supporting the initial interviewing process.
- Oversees the Optima database training site for all new Volunteers and provides assignment and login information; serves as the IT liaison to resolve obstacles when they arise.
- Perform all other duties as assigned, such as data collection and entry in the Optima database.
- Runs reports and reconciles the Optima database with the database specialist.
- Coordinates surveys to all attendees of live programming; collect data; report the data to administration in a monthly report. Prepare sign in sheet of all CASA/GALs in attendance for data and reporting purposes.
- Input CASA/GAL continuing education unit (CEU) hours in Optima database.
- Provide support in the preparation, management and marketing of continuing education programming to volunteer base, court personnel, legal colleagues and community partners in collaboration with the team.
- Proficient with the mail merges and letter preparation as needed.
- Daily use with Microsoft Office such as Outlook, Word, Excel, and contacts.
- Assists with creation and revisions of organization documents, forms, and PowerPoint presentations as directed from the team.
- Supports a high-performing culture in the organization, aligned with CASA's organizational mission, vision and values.
- Implement and improve upon administrative processes for more efficient workflow.
- Otherwise assist CASA Kane County team members as needed in order to meet the goals and mission of the organization.
- Assist in executing the plan of action for continuing education.

Financial Overview

Annual Budget for Organization: \$3,400,000.

Organizations financial resources: foundation and corporate grants, special events, interest income, endowment income and earnings, annual contributions, and major gifts.

Benefits

- Performance Review Policy
- Vacation and Holiday Pay
- Health Insurance Plan
- Retirement Plan (403b) 3% match by CASA

Employee Classification

Full-time, 42.5 Hours/Week, Exempt

Inquires & Correspondence

Sandie Cross
Manager of Education
CASA Kane County
100 S. Third Street Geneva, IL 60134
Phone: 630-444-3131
Email: Sandiec@casakanecounty.org

Include:

- Resume
- Cover Letter
- References
- Salary History