



Healing and empowering children and families throughout Central Louisiana

CASA Program Director

As part of the Children's Advocacy Network, you will serve our community by being a voice for all children and providing support for vulnerable families. You will be part of a team that helps our community develop resiliency through adversity and promotes healthy and safe living. We provide opportunities for social service driven persons to promote safety and healing in our communities, achieve their goals, and advance their careers.

The ideal applicant for CASA Director must embody the passion and purpose of our organization and will guide and assist the CASA program in achieving goals of the agency and its programs according to established standards for performance and approved policies and procedures.

Skillsets preferred include:

- administrative/management
- resource and/or business development
- passionate
- knowledgeable and understand issues and dynamics within families in crisis
- leadership skills
- interpersonal skills
- organization skills
- recruitment/training/retention management
- communication skills
- computer skills/Optima/Microsoft Outlook, Word, Publisher, Excel proficient/zoom meetings
- strong public relations skillset

Qualifications:

- Minimum of three (3) years of progressively responsible administrative experience in the area of administration and management, resource development and/or business
- Minimum of four (4) years college; some college and/or the equivalent in professional level work
- Experience with volunteers or in volunteer organizations
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect

Responsibilities include but are not limited to:

- Program Accountability & Reliability, Resource Development, Fiscal Management
- Ensures that all grants are executed within the time frame agreed upon and that all financial reporting requirements are fulfilled
- Regularly advise ED of current/special financial obligations
- Ensures implementation of all relevant grant policies and procedures for the CASA program
- Supervises employees of the CASA program as directed by personnel policies and program expectations
- Orients or delegates appropriate orientation of new employees
- Administers job descriptions
- Conducts performance evaluations for the CASA program
- Conducts regular staff meetings for the CASA program
- Channels staff concerns through the appropriate procedures
- Ensures staff activities are consistent with plans and objectives of the Center
- Allocates staff activities to meet commitments of the Center and the CASA program
- Provides opportunities and encourages staff development and continuing education in their position
- Recruitment, Screening & Training
 - o Responsible for the recruitment of potential CASA Volunteers
 - o Responsible for the appropriate screening of volunteers
 - o Responsible for training of potential and current volunteers in accordance with grant and accreditation guidelines
- Public Relations
 - o Maintains highly effective client relations under the Center and its programs
 - o Maintains appropriate relations with other professional and social service groups in the community
 - o Interprets the function and mission of the Center to the Community

Benefits

- Health Insurance: up to \$350 reimbursement

- Supplemental insurance by payroll deduction
- Retirement option through Simple IRA with up to 3% match
- Paid Time Off
- Holidays
- Sick leave
- Leave of absence, funeral leave, and parental/family and medical leave

If you are dedicated to empowering the futures of children, families, and communities and believe in changing despair into hope, we want you to become part of our mission. The Children's Advocacy Network wants you to join our unique, service oriented company culture that provides the opportunity for professional growth, leadership opportunities, and teamwork.

To apply, send your resume, cover letter, and three references to volunteer@childrensadvocacy.net or send by mail to the following address:

CHILDREN'S ADVOCACY NETWORK
P O BOX 8418
ALEXANDRIA, LA 71306