

# Heal and empower children and families with us

## Communications Director

### Job Summary:

This person will help recruit, screen, train, and supervise community volunteers. The Communications Director is primarily responsible for continuing education of CASA volunteers. The Communications Director is primarily responsible for creation and implementation of the marketing and community awareness campaigns of the agency. Additional duties require the Communications Director to participate in activities that advance the Center and the mission of its programs.

### Job Qualifications:

- A minimum of four years college; some college and/or the equivalent in professional level work
- Strong administrative, public relations, organizational and computer skills
- Experience with volunteers, or in volunteer organizations
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect

### Duties and Responsibilities:

- Assures that the Center and its program adheres to any requirements by granting agencies
- Sets annual goals in consultation with Executive Director
- Performs job functions in accordance with state and national standards
- Creates and implements agency wide communications strategic plan
- Create an agency wide speakers bureau
- Create and maintain community awareness informational databases

- Create and implement an annual volunteer recruitment campaign in coordination with executive director
- Coordinate screening, interviewing, evaluating prospective volunteers.
- Assist volunteers with meeting on-going standards
- Assist coordinators in coordinating volunteer retention activities
- Create Krewe/Champions
- Complete other duties as requested by Executive Director

**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 [kgauthier@childrensadvocacy.net](mailto:kgauthier@childrensadvocacy.net) or send by mail to the following address:

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