



# Advocacy Coordinator Job Announcement

## About the Position

CASA Baltimore seeks an enthusiastic Advocacy Coordinator to undertake community outreach to identify and recruit volunteers, focusing on increasing the diversity of CASA Baltimore's volunteer base. The Advocacy Coordinator will manage the intake process for interested volunteers, maintain volunteer information in the program's database, manage and conduct volunteer training, organize volunteer recognition programs and special events, and collaborate in coordinating and delivering volunteer communications.

## Qualifications

- Flexibility with part-time hours, including frequent evenings and some weekends, with an ability to communicate effectively with Executive Director and other CASA Baltimore staff regarding workload and schedule
- Bachelor's degree or 5 years of relevant experience working with volunteers in the non-profit setting preferred
- At least 2 years of management experience (volunteers or paid staff)
- Strong working knowledge of Baltimore's communities of color and the strengths and challenges to improve and grow volunteer engagement in Baltimore City
- Must complete CASA Baltimore Pre-service Training
- Must pass a comprehensive background check
- Strong written communication skills, including editing skills
- Excellent oral communication skills, including the ability to present to diverse audiences under various circumstances
- Competence in Microsoft Word, Excel, and Outlook programs and comfort learning and utilizing new software programs
- Demonstrated respect for all people regardless of socioeconomic status, religion, sexual orientation, disability, or gender expression and experience working with culturally diverse populations
- Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others

## Responsibilities

- Manage CASA volunteer recruitment, screening, and training



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### BALTIMORE

- Coordinate CASA volunteer recruitment and outreach activities in collaboration with staff, board, and community partners, to identify a diverse and qualified volunteer pool that meets the strategic needs of CASA Baltimore.
- Manage the volunteer intake process in collaboration with staff, including organizing and conducting information sessions, processing applications, scheduling screening interviews, coordinating background checks, and communicating with potential volunteers.
- Develop and execute CASA pre-service and in-service training program for new volunteers and staff while considering professional development opportunities for existing volunteers
- Support the development, measurement, and ongoing evaluation of volunteer recruitment efforts to ensure success and continual improvement
- Ensure proper and consistent application of volunteer policies and information sharing.
- Maintenance of volunteer records
- Monitor and maintain up-to-date volunteer information in a case management database
- Maintain volunteer background checks promoting best practices and ensuring national, state, and local compliance.
- Coordination of volunteer opportunities and events
- Work with the Executive Director and program staff to design, promote, and maintain a range of volunteer opportunities
- Collaborate with CASA staff to support communication initiatives
- Organize volunteer recognition events for volunteers
- Manage volunteer evaluations and exit interview process

**Hours:** Part-time, flexible

**Compensation:** Competitive salary based on experience

**To Apply:** Please send cover letter and resume to [admin@casabalt.org](mailto:admin@casabalt.org)