

CASA of Denton County, Inc.

Job Description: Community Engagement Specialist

Classification: Contract Position

Reports to: Volunteer Manager

Qualifications:

- Experience in volunteering helpful, knowledge of CASA a plus.
- Recruitment and/or sales experience or training, or current study in a related field, desirable.
- Professional oral and written communication skills needed.
- Ability to interact cooperatively with diverse populations and different types of personalities required.
- Ability to maintain confidentiality and discretion required.
- Ability to work independently and meet deadlines.

Responsibilities:

- Implement all aspects of the annual plan for volunteer recruitment, including setting goals and creating strategy to improve the diversity of the CASA of Denton County volunteer pool.
- Identify churches, clubs, and organizations to assist CASA with recruitment goals, make contact and follow up as needed.
- Develop regular attendance at chamber networking or other organization events, and represent CASA.
- Arrange for representation by other staff/volunteers, or represent CASA, at volunteer recruitment opportunities including presentations to the public, working booths, and attending volunteer fairs.
- Coordinate the Speaker's Bureau and identify new opportunities for public awareness and recruitment talks.
- Manage requests for speakers and booths, conferring with the Volunteer Manager to set priorities.
- Assist at all Info Sessions, ensure publicity for Info Sessions and other events, and help with concepts for advertising and social media campaigns, as well as handouts and brochures.
- Ensure the website is kept up to date with recruitment events, Info Session dates, etc.
- Follow up with all those who attend Info Sessions but do not complete an application.
- Coordinate Child Abuse Prevention Month activities in April.
- Plan, organize and oversee Kinship month activities in September.
- Respond within two work days to all inquiries for volunteer advocates; input all inquiry data into Optima database in a timely manner.
- Assist with management of event volunteers as requested by the Development Director.

Other:

- Other duties as assigned by the Volunteer Manager

Conditions of Employment

- Flexibility to schedule own hours of work, but evening and weekend work may include meetings and events
- Must have transportation to attend community and recruitment events to represent CASA.