**Program Services Associate**

Illinois CASA

***Overview***

Illinois Association of Court Appointed Special Advocates seeks a dynamic individual for the newly created position of Program Services Associate. This position will work closely with local CASA programs to build capacity and to provide targeted, extensive technical assistance to existing, new, and developing CASA programs. This position will work closely with the Association’s Deputy Director to implement the association’s Strategic Growth Plan with a goal to increase the number of abused and children who have access to a CASA volunteer throughout Illinois.

***About Illinois CASA***

Illinois CASA is the state organization for a membership network of local CASA/GAL programs that recruit, train and supervise volunteers to advocate for children who have experienced abuse and/or neglect. The guiding principles of the state office are: transparency, communication and respect – tenets we adhere to in the office and in all our relationships with our network of 31 local programs, National CASA and child welfare partners.

***Job Duties***

* In collaboration with the Deputy Director, deliver on-site technical assistance for new and developing programs
* Respond to requests for information and assistance from local CASA programs relating to volunteer management, program operations, child welfare policies, and nonprofit governance
* As needed, this position may serve in temporary volunteer management for CASA programs in transition to ensure continuity of services
* Organize meetings and disseminate public awareness information for new and developing programs
* In partnership with other staff, conduct bi-annual site visits to all Local Programs.
* Assist programs with volunteer recruitment and retention practices
* Collaborate with the Director of Training to implement additional trainings for the network, as directed
* Attend Regional meetings on a quarterly basis
* Work with and mentor new local CASA program Executive Directors on-site

***Minimum qualifications:***

* Bachelor’s degree in social services/child welfare, nonprofit administration, public policy or related field or 5 years of work experience in a related field
* This position requires a strong working knowledge of the Court Appointed Special Advocate program and the system in which CASA’s navigate
* The ideal candidate will be detail oriented, have a strong work ethic and the ability to travel
* The ability to work a flexible intermittent schedule with some work periods requiring statewide travel
* This position will travel an estimated 25% of the month throughout the Commonwealth
* The ability to complete the 30 hours pre-service training for CASA volunteers
* This is a full-time position but consideration for a regional part-time position for the right candidate will be considered

***Benefits:***

Illinois CASA offers a competitive salary, a generous PTO policy inclusive of sick, vacation, and personal leave, a family-friendly flexible work environment and the opportunity to work with a team of professionals who share a passion for helping the State’s children have the ability to live in a safe and permanent home.

To apply: Please submit a cover letter, salary requirements, and a resume to [**staff@illinoiscasa.org**](mailto:staff@illinoiscasa.org) **by July** 28, 2019.

*Illinois Association of Court Appointed Special Advocates provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.*

Job Type: Full-time

Work authorization:

* United States (Required)

Required travel:

* 25% (Required)

Work Location:

* Chicago