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**Illinois Association of Court Appointed Special Advocates (CASA)**

***Chief of Staff***

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.

***Position Summary***

The position is responsible for assisting in the development of new local Illinois CASA programs within the State of Illinois and providing programmatic and organizational support to the network of local programs. The Chief of Staff position is a full-time position working 40 hours/week based in Chicago. The Chief of Staff is hired by the Executive Director and reports directly to and works in tandem with the Executive Director, to develop the capacity of the Illinois CASA network to act as best interest advocates for youth in care in the court system and the community.

***Responsibilities***

* Acts as point of contact for new program development for interested community members, judges and legislators. Provides technical assistance to judges and local planning committees about CASA program formation
* Provides technical support to Local Programs to further their strategies for serving more children in the dependency system
* Engages with other state children’s advocacy interests and governmental agencies
* Organizes and conducts quality assurance reviews of local CASA programs and provides summary reports in partnership with the Executive Director
* Assists Executive Director in strategic planning, resource development, reporting protocols
* Provides consultation and facilitation to existing programs for expansion efforts.
* Develops state growth plan to serve more child victims of abuse and neglect
* Encourages, supports, and promotes the work of local CASA/GAL programs to aid in their sustainability and success to grow and advocate for children in their jurisdiction.
* Promotes organizational values of integrity, transparency, inclusion, trust, respect and continuous learning and improvement.
* Attends, when requested, local program Regional Meetings on a quarterly basis.
* Communicates regularly with local Program Directors, to include in-person, e-meetings, and via other IL CASA staff members
* Drafts bi-weekly Local Program communication to network.
* Completes grant funding requirements, including detailed daily time and activity logs, quarterly reports, statistical information and training content summaries.

***Other Job Responsibilities***

* Completes certified pre-serve volunteer training within four months of joining CASA Staff.
* Works collaboratively with and manages the Program Growth Associate and Outreach Coordinator
* In partnership with the Executive Director, is responsible for the Annual Report and other publications for external stakeholders.

***Qualifications***

The Chief of Staff should have the following skills and experience:

* Bachelor’s Degree or comparable work experience in related field
* Demonstrated experience and training in nonprofit management, capacity-building and leadership
* Commitment to Illinois CASA goals and mission
* Exhibits professionalism, discretion and integrity
* Adheres to Illinois CASA’s Diversity & Inclusion protocol
* Self-starter with the ability to complete projects independently
* Proficiency in cloud-based computer systems including Office 365, OneDrive, Excel, PowerPoint, Adobe Connect, WebEx, GoToMeeting/Webinar, Constant Contact and social media platforms
* Ability to maintain and report statistical program data file and record systems and financial records
* Experience working with, recruiting and managing volunteers

IL CASA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**Pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and state law, Illinois CASA will reasonably accommodate employees with disabilities and pregnant employees, as defined by law.** Failure to reasonably accommodate employees with disabilities and pregnant employees is a violation of federal and/or state law as well as IL CASA policy.