**Educational Liaison**

**Position Summary:**

The Educational Liaison is responsible for implementing and overseeing the educational advocacy program designed to address the educational challenges faced by up to 8,000 youth in care in response to COVID-19 restrictions on in-person learning in the 2021 academic year.The Educational Liaison is hired by the Chief Executive Director.  The Educational Liaison reports directly to the Chief Executive Director, who will provide annual performance reviews, in accordance with National CASA standards.

**Qualifications:**

 The Educational Liaison should have the following skills and experience:

A former licensed educator in the State of Illinois; knowledge of Illinois’ core curriculum, online learning and the challenges faced by children in the foster care system. Adult education and training experience preferred. Possess strong communication and interpersonal skills; Demonstrated experience and training in nonprofit management, capacity-building and leadership; Experience working with, recruiting and managing volunteers; Demonstrated maturity and responsibility in handling highly confidential information; Experience facilitating training of staff and volunteers; Proficiency in word processing/computer skills (e.g. Microsoft suite, Excel, OneDrive, Optima); Provide tech support to 31 Local Program part time staff as necessary; Ability to maintain program data, record systems and financial records as necessary; Commitment to Illinois CASA goals and mission.

**Responsibilities:**

**Program Development:**  1. Acts as point of contact for the educational advocacy of the 31 Local Programs 2. Assists in providing education and training to 31 Part time educational staff throughout the 31 Local Programs in the state 3. Provides consultation and facilitation to existing programs best practice educational advocacy given Covid-19 challenges 4. Fields questions from part time staff 5. Tracks outcomes and execution at State Office and Local Programs of the program.

**Program Assistance and Training:**

* Maintain contact with local CASA programs and reports status to Chief Executive Director
* Assist Local Programs and work in collaboration with the State Office staff to ensure best practices are delivered to the CASA network
* Create and compile data on success of educational advocacy throughout the state.
* In partnership with the Chief Executive Director and other staff, conduct virtual-site visits to the Local Programs as needed
* Provide bi-monthly Training to the 31 Part time educational advocates
* Set up Illinois CASA ‘online learning’ platform for youth in care
* Recruit volunteers from the CASA network to serve as virtual tutors/ educational support advocates
* Recruit volunteers to assist students and their families navigate college applications
* Develop and distribute age appropriate academic enrichment packets for youth and their caregivers
* Offer monthly book clubs by grade level
* Along with the 31 Local Programs, conduct informational trainings or webinars to make the CASA network aware of the new educational services and resources being made available to youth in care through this new grant

**Administrative Responsibilities:**

* With the Chief Executive Officer and Director of Accountability, responsible for internal compliance pertaining to annual Program Plan Contract with Illinois Criminal Information Justice Authority. Understanding of Illinois Attorney General’s 501c3 entity regulations is desirable.
* Provides Administrative assistance to the Local Programs as necessary.

**External Relations:**

* Speak on behalf of Illinois CASA as directed by the Chief Executive Officer regarding the new program.
* Meet with community members, judiciary and other interested parties to promote Illinois CASA’s educational advocacy and promote community awareness on issues related to the child welfare system and the impact on educational attainment.
* Advance public and private partnerships for Illinois CASA through public speaking.

Interested candidates should apply via email to staff@illinoiscasa.org with resume and cover letter.