



## **CASA/GAL of Gallatin County Program, Inc.**

### **PROGRAM COORDINATOR JOB DESCRIPTION**

#### **SUMMARY**

The Program Coordinator provides professional staff support to CASA advocates, ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. This position works as support to the Executive Director and is part of the Advocacy Team. This multi-faceted position will provide administrative support, event support, and case support as needed. Working with and/or at the request of the Executive Director, this position provides professional staff support to the CASA program as a whole.

#### **RESPONSIBILITIES**

##### **General Duties**

1. Responsible for general clerical duties including maintenance of the website and social media pages.
2. Assistance with bookkeeping and other administrative tasks.
3. Maintain current mailing lists on active CASA advocates, donor lists and other pertinent lists.
4. Provide event support and participate in various program events, as needed.
5. Other duties as assigned by the Executive Director.

##### **Administrative Duties**

1. Enter case information into Optima as needed, under the guidance of the Executive Director.
2. Provide clerical support to the program as various program activities require, under the guidance of the Executive Director, including but not limited to bookkeeping duties and maintenance of the website and social media pages.
3. Assist with fundraising efforts and events.

##### **Program Coordinator Duties**

1. Complete CASA training at the earliest opportunity, not to exceed one year from date of employment.
2. Disseminate program information to any person making an inquiry.
3. Assist in recruiting new advocates.
4. Assist with advocate training and in-services as requested by the Executive Director.
5. Assist advocates with necessary correspondence and Court Reports.
6. Consult with advocates as appropriate. Goal: Confer with assigned advocates monthly.
7. Implement or assist with programs and events that support the recognition and retention of advocates.
8. Provide mentoring to assigned advocates on specific case issues as needed.
9. Maintain CASA case files in an organized and confidential manner.
10. Support the program and advocates through reminder calls and emails to advocates re: court attendance, meeting attendance, time logs, court reports and so forth.
11. Distribute Foster Care Review and Family Engagement Meeting notifications. Confirm attendance. Attend meetings on behalf of any advocates who are not available.

**Court Duties**

1. In conjunction with the Executive Director, proofread, edit and distribute advocate court reports.
2. Attend court hearings as needed. Take notes, track court dates and share info with staff and assigned advocates.
3. Comply with statutes, court rules, administrative order and rules, as well as the policies and procedures of the CASA program. Maintain confidentiality of all information gathered at court, through court documents, conversations, etc.

**QUALIFICATIONS**

- Strong computer and writing skills.
- Excellent communication and follow up skills.
- Ability to interact positively with the public, advocates, board members, court and state personnel.
- Ability to maintain statistical program data, files and record systems, and financial records.
- Commitment to CASA’s goals and mission and a passion for the health and well-being of children.
- Ability to work flexibly as part of a team, filling various roles as needed for the good of the project.
- Ability to work cooperatively with different types of personalities.
- Ability to communicate with, supervise and empower advocates to be effective in their roles.
- Ability to maintain confidential information in a safe, secure confidential manner.
- Four-year degree preferred or combination of education and experience.
- Experience with Quickbooks or bookkeeping in general a strong plus.

**ACCOUNTABILITY**

The Program Coordinator is hired by the Board of Directors on the recommendation of the Executive Director of the program. The Program Coordinator works closely with the Executive Director to assure that advocate training and support efforts are addressing the needs and utilized as intended. The Program Coordinator reports directly to the Executive Director who is responsible for his/her performance evaluations.

**For questions or more information, please contact:**

**Glenda Noyes, Director**

**406-582-2051**

**or**

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