

Regional Program Capacity Specialist: Eastern Kentucky

Overview:

This position will work closely with local Court Appointed Special Advocates (CASA) programs in the Eastern Kentucky region to build capacity, conduct on-site quality assurance support, provide membership support to new and expanding CASA programs, and provide targeted, extensive technical assistance around Kentucky Revised Statutes (KRS) and National CASA/GAL Local Program Standards.

This position will work closely with the Kentucky CASA Network's (KCN) Director of Strategy and Board Relations to implement the association's strategic growth plan in Eastern Kentucky. The KCN staffing structure is a cross functional, collaborative team model. This position will also work to support the Director of Quality Assurance and Director of Training and Impact and will serve as part of the core quality assurance review team.

About the Kentucky CASA Network:

The KCN is a 501(c)(3) nonprofit organization, governed by a board of directors, that provides ongoing development, training, technical assistance, and resources to local CASA programs across Kentucky. The KCN is the recognized state association in KRS 620.530 and the National CASA/GAL Association for Children.

The KCN has a mission to strengthen and support local CASA programs to build capacity to serve abused and neglected children involved in the court system through no fault of their own. The association advocates for the needs and interests of CASA programs and volunteers with industry stakeholders, state and federal officials and child welfare decision makers to advance the CASA mission statewide. The KCN currently supports 23 local CASA programs that served more than 3,700 children throughout the Commonwealth in 2021.

Job Duties:

- Assist the Director of Quality Assurance with quality assurance reviews for local CASA programs to ensure compliance with relevant statutes, standards, policies, and procedures, and use of best practices in volunteer recruitment and retention to promote program growth
- Respond to requests for information and technical assistance from local CASA programs relating to volunteer management, program operations, child welfare policies, and nonprofit governance
- Provide as-needed temporary volunteer management services for CASA programs in transition to ensure continuity of services in Eastern Kentucky
- Organize and lead meetings with judges, advisory boards, stakeholders, and partners in Eastern Kentucky

- Assist new and expanding CASA programs in the region with the development of essential infrastructure and founding documents and oversee developmental steps for each level of membership with the National CASA/GAL Association
- Collaborate with the Director of Training and Impact to assess local program training needs and implement additional trainings for particular programs, as directed; help lead pre-service training and volunteer coordinator training
- Work with and mentor new local CASA program executive directors in Eastern Kentucky
- Facilitate and lead monthly calls with local program directors in Eastern Kentucky

Minimum Qualifications:

- Bachelor's degree in social services/child welfare, nonprofit administration, public policy, or related field; Master's level coursework highly desired
- Strong working knowledge of the CASA program and the system in which CASA programs navigate is highly desired; candidates with this knowledge will be given preference
- Experience with and understanding of nonprofit organizations
- Ability to work remotely with limited supervision, make strategic goals become desired results, and be a detail-oriented team player with a strong work ethic
- Passion and dedication to the mission in working with vulnerable youth and displays high levels of integrity, judgment, and compassion
- Ability to work a flexible, intermittent schedule with some work periods requiring statewide travel (30-40%) and evening work
- Ability to complete the 30 hours of pre-service CASA volunteer training
- Note: This is a remote position and the KCN is seeking applicants who primarily reside in Eastern Kentucky

Benefits:

The salary range for this position is \$44,000-\$47,000. Benefits include retirement and health care benefits; a generous PTO policy inclusive of sick, vacation, and personal leave; short-term disability benefits inclusive of maternity, paternity, and adoption leave; a family-friendly flexible work environment; and the opportunity to work with a team of professionals who share a passion for helping the Commonwealth's children be able to live in a safe and permanent home.

Kentucky CASA Network, Inc. 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.

To Apply:

Please submit a resume and cover letter to info@kentuckycasanetwork.org by June 17, 2022.

Kentucky CASA Network Values

Collaboration * Service * Accountability * Gratitude * Transparency * Equity