

JOB TITLE: Community Outreach Coordinator

REPORTS TO: Development Director

STATUS: Full-time, Salary, Exempt

CASA for Douglas County Mission Statement:

Training, empowering, and inspiring Volunteer Advocates to improve the lives of children who have been abused and neglected.

Position Summary:

The Community Outreach Coordinator is responsible for promoting CASA for Douglas County's mission, vision, values, and goals by actively engaging the community and recruiting volunteers and advocates. This role requires a highly organized, detail-oriented, outgoing, and social individual with the flexibility to work outside of normal business hours. The Specialist will develop and maintain community partnerships, implement recruitment strategies, and coordinate events that engage prospective and current Volunteer Advocates.

Essential Job Duties:

- Serve as the initial point of contact for prospective Volunteer Advocates, providing timely and professional responses.
- Interview applicants for CASA Volunteer Advocate positions and conduct reference checks.
- Document all correspondence related to the applicant's interview and next steps with the CASA program.
- Develop and implement strategic recruitment strategies to increase awareness and volunteer engagement.
- Organize and actively participate in community events to educate the public about CASA for Douglas County and recruit Volunteer Advocates.
- Deliver engaging, high-energy, and dynamic presentations tailored to diverse audiences across various settings.
- Work with the Development Team to enhance visibility and awareness of CASA's program and volunteer opportunities through multiple communication channels, including social media, public speaking, and event participation.
- Develop inclusive recruitment strategies that engage individuals from diverse backgrounds and ensure accessibility in all volunteer outreach events.
- Identify and address potential barriers to advocating, implementing solutions to create an inclusive and welcoming experience for all.
- Conduct educational tours for prospective volunteers and special guests as needed.

- Build and maintain relationships and engage in networking opportunities with local businesses, organizations, chambers of commerce, and community leaders to expand CASA's network and volunteer base.
- Research community needs, trends, and issues to inform outreach strategies and identify potential opportunities for new initiatives.
- Conduct community surveys to assess needs and develop responsive engagement strategies, aligning volunteer skills with organizational needs.
- Maintain accurate records of community engagement, participation rates, and event outcomes, utilizing data as a continuous assessment and improvement tool.
- Ensure proper tracking and verification of all reference checks and upload them within the database.
- Facilitate Project Hope Pack duties as needed including managing inventory, scheduling fill shifts, and maintaining supply needs.
- Assist in planning and executing fundraising and awareness events to support CASA's mission.
- Perform other related duties as assigned.

Qualifications:

- **Education:** Bachelor's degree in public relations, communications, marketing, nonprofit management, or a related field preferred.
- **Experience:** 2+ years of professional experience in community outreach, volunteer recruitment, marketing, or a related field preferred.
- **Skills & Abilities:**
 - Exceptional written and verbal communication skills.
 - Proven ability to communicate effectively with diverse groups in various settings.
 - Strong organizational skills with keen attention to detail.
 - Ability to work independently while managing multiple projects and deadlines.
 - Creative problem-solving skills and ability to anticipate challenges.
 - Outgoing, social, and engaging personality with strong interpersonal skills.
 - Flexibility to work evenings and weekends as required by events and outreach activities.

- High level of discretion and sensitivity when handling confidential information related to applicants and Volunteer Advocates.
- Proficiency in Microsoft Office Suite and familiarity with CRM or volunteer management databases.
- Must have a valid Driver's License, reliable vehicle, and proof of auto insurance.
- Bilingual Preferred.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Any interested individual is encouraged to submit a cover letter and resume to Monica Greenhill, Human Resource Director at mgreenhill@casaomaha.org by 04/28/2025.