



January 2024

JOB TITLE: **Program Director, Marin CASA -
Marin Court Appointed Special Advocates**

Status: Full-time/Exempt

Location: San Rafael, CA. Currently a hybrid model/1+ days remote.

Salary: \$75,000 - \$90,000

Marin Court Appointed Special Advocates (CASA) recruits, trains and supervises community volunteers who provide consistency and support for children in the Marin County juvenile court system. CASAs provide one-on-one advocacy for the child they are appointed to and speak up for the best interests of their children in the courtroom and the juvenile court system to ensure that their needs are being met.

POSITION SUMMARY: The Program Director is responsible for the programs of Marin CASA, and ensures that we are providing the highest quality support to volunteers, children and families and community partners. The PD directly manages all case supervisors, staff involved in volunteer recruitment, our robust training program, the Marin CASA waitlist, and supervises a limited number of CASA cases. The PD is a key member of the Marin CASA management team and promotes a collaborative spirit within Marin CASA and externally by interacting with community partners. The ideal PD has experience in the child welfare/juvenile justice fields and demonstrates an anti-racist, trauma-informed approach to working with children and families.

RESPONSIBILITIES: Specifically, the Marin CASA Program Director:

- Ensures volunteers and program staff are in compliance with Marin CASA/CA CASA and National CASA's established policies and procedures
- Ensures Marin CASA compliance with the rules of Marin Juvenile Court
- Develops, revises and oversees program-related policies
- Leads development of new programmatic initiatives
- Provide succinct and timely updates and reports on the status of program to the executive director, board of directors, community partners and funders
- Acts as liaison between Marin CASA and community partners and agencies

- Represents Marin CASA at court, community meetings and events; makes presentations to outside organizations and partners
- Monitors waiting list of children and CASAs and ensures timely matching of children with volunteer advocates
- Provides supervision to program staff and provides ongoing support and consultation as needed. Attends and/or leads program staff meetings
- Conducts yearly performance reviews for program staff and supports professional development.
- Recruits and supports onboarding of any new program staff
- Provides direct supervision to a caseload of volunteer advocates
- Other duties as assigned

JOB SPECIFICATIONS/QUALIFICATIONS:

- At least 5 years of professional experience in the field of child welfare, juvenile justice and/or volunteer program management
- Knowledge of nonprofit operations and programs, quality assurance and continuous quality improvement systems and data management
- Familiarity with database programs and knowledge of data collection, reporting and analysis
- Incorporates a trauma-informed, anti-racist and anti-oppressive lens to working with community, staff, and volunteers
- Ability to cultivate and develop collaborative, inclusive and equitable working relationships with staff, volunteers, and community members
- Excellent oral and written communication skills
- Ability to accomplish projects with minimal supervision. Strong project management skills, including exceptional attention to detail
- Adaptability, flexibility, and resourcefulness in setting priorities and managing resources
- Exemplary communication skills including public speaking and writing; ability to network with community partners, court representatives, government staff, business executives, foundation officials, donors and the media.
- Possess integrity, a strong work ethic and commitment to upholding the Marin CASA mission, and values.
- Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, driving to and attending meetings and court in Marin County.
- Proficient using the latest versions of Google Workspace, Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches

Preferred:

- Advanced degree in a human service discipline, social work, psychology, law, or related field.
- Bilingual Spanish/English

REPORTING RELATIONSHIPS: The PD reports to the Executive Director. The PD directly supervises all program staff. When fully staffed, Marin CASA has 5-7 employees, both full and part time. After recent restructuring, several positions at Marin CASA are currently being recruited for — this is an exciting time to create and build a new team.

Marin CASA conducts reference checks and criminal background checks on all new hires. All Marin CASA employees must consent to: Livescan Screening with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.

Salary: \$75,000 - \$90,000 Final offer commensurate with experience.
Benefits include PTO, 401k, Medical, Dental & Vision

Please submit a cover letter that tells us why Marin CASA is the right place for you, along with your resume, no later than February 2, 2024 to:

PDMarinCASA@articulateintegrity.com

Resumes will be reviewed as they are received.

Marin CASA is an Equal Opportunity Employer committed to creating a diverse and inclusive company culture. Marin CASA does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.