



## Training Manager

### Who We Are and What We Do:

Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children supports nearly 525 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected, and abandoned children under the protection of the Juvenile Dependency Court. This year 1,050 children will benefit from their tireless and tenacious work.

We are growing! With investment from foundation, corporate, and individual funders, as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children.

Ideal candidates will understand the importance of family as well as the impact of trauma. They share our DEI journey through personal learning and have the willingness to support CASA for Children's equity commitments.

**- CASA for Children is actively seeking to diversify our staff -**

**- Individuals who represent BIPOC communities are encouraged to apply -**

**Where You Will Work:** *This is an in-office position with flexibility for some remote work hours after 3 months of employment, and with approval from the direct report (including orientation and onboarding).*

The CASA for Children office located inside the Juvenile Justice Center  
1401 NE 68<sup>th</sup> Ave., Portland, OR 97213

**Who You Will Report To:** Legal Director

**Position Type:** Full-time, 1FTE, Exempt (salary) Employee



**Position Description:** The Training Manager ensures that the entire screening and training process produces a diverse, high quality pool of advocates in Multnomah, Washington, Columbia and Tillamook Counties to serve as Court Appointed Special Advocates, or CASAs, who advocate for children in the foster care system.

**Responsibilities:** The Training Manager supervises the “CASA” Volunteer Recruiter and the Training Coordinator. CASA is deeply committed to advancing diversity, equity and inclusion at every level. We seek applicants who share that passion, who have lived experience and/or professional experience advancing equity, understanding the culture of poverty, and who will help us as a dominant culture organization continue to learn and grow.

**Training:** Develop, schedule and implement pre-service training and continuing education opportunities annually in Multnomah, Washington, Columbia, and Tillamook Counties in alignment with the strategic plan

- Develop, maintain and improve all training curricula in accordance with the National CASA Association’s standards and CASA for Children’s goals, including the pre-service training manual
- Oversee the entire screening process for prospective advocates. Assess prospective advocates’ suitability during the application, interview and initial training process
- Ensure that all prospective advocates are accepted into a training session after the initial screening process (i.e., attending information session, submitting application, satisfactory references, initial interview, and satisfactory results from two background checks
- Discharge applicants from training when appropriate with consultation with the Legal Director and/or Executive Director
- Provide high quality pre-service and continuing education training opportunities to all advocates
- Ensure that the training venue search, preparation of training materials and all other administrative tasks are completed by the Training Coordinator in a timely manner



**Recruiting:** Ensure that the schedules and plans for information session meetings and recruiting activities/events are developed annually in alignment with the organizational strategic plan

- Support the CASA Volunteer Recruiter(s) in providing high quality outreach efforts to increase community awareness of the organizational mission of helping children in foster care, with concerted efforts in reaching out to diverse communities
- Support the development and implementation of innovative strategies to reach a broader pool of prospective advocates, enlisting former and current CASA volunteers
- Strengthen recruiting efforts to maintain the organizational focus on increasing all areas of diversity (e.g., race, ethnicity, gender) among the volunteer pool
- Support the collaboration between the recruiting and development team to provide cohesive outreach and recruiting efforts including developing/creating the same message for social media and other communication resources.
- Ensure recruitment events, preparation of outreach/information session materials and all other administrative tasks are completed by the Training Coordinator and the Volunteer Recruiter(s) in a timely manner.

**Other Duties:**

- Ensure the Training and Recruiting team actively participates in the Diversity Equity and Inclusion (DEI) meetings to ensure their efforts are aligned with the committee's work and organization's goals
- Ensure the ordering of print collateral for use in recruiting (brochures, posters) in alignment with DEI language
- Manage the Volunteer Recruiter(s) and the Training Coordinator including performance reviews, timecard and PTO approval



**Knowledge/Skills:** Excellent interpersonal, communication and computer skills. Prior public speaking and presentation experience preferred

- Proficiency with MS Word, Excel, PowerPoint; G-mail, Google Docs
- Training will be provided for CASA's program database, CASA Manager.
- Ability to work independently, be self-directed, and participate as a team member
- Ability to work with many different people/communication styles in a collaborative way
- Detail oriented and ability to manage multiple tasks simultaneously
- Ability to appropriately handle confidential material/information

**Qualifications You Will Complete:**

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete the provided training program for CASAs in your first four months of employment
- Complete CASA's "Knowing Who You Are" anti-bias, cultural competency training in your first six months of employment

**Your Salary and Compensation:**

This position starts at \$55,000 (based on 2080 full time annual hours at ~ (\$26.44/hr.). Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR** an annual additional earnings stipend of ~\$6,888 with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance.

**Special perks:** Include a generous annual paid time off policy (PTO) that's awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary



**How You Can Apply:** Send your resume to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **Training Manager**. *Cover letters are preferred, but not required.* Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. This position will remain open until filled. We prefer not to receive phone inquiries.