



**OUTREACH ASSISTANT
PART-TIME TEMPORARY POSITION
Approximately December 2019 – May 2020**

CASA (Court Appointed Special Advocates) of Santa Cruz County seeks part time individual to assist with outreach in the Watsonville Community. This person needs to be bilingual (English/Spanish) and have strong outreach, presentation, speaking and writing skills to recruit volunteers to the organization. This person will work autonomously and be comfortable meeting with individuals and diverse groups in a variety of settings to represent CASA. This is a part-time temporary position (approximately December, 2019 – May, 2020).

Responsibilities:

Outreach Assistant will provide support to the Outreach and Recruitment Manager and work primarily in South Santa Cruz County outreach and recruitment efforts. This position will play a key role in attracting bilingual/bicultural volunteers to become Court Appointed Special Advocates.

The principal areas of responsibility are:

- Identify outreach and speaking opportunities with special emphasis on recruiting Latino, bilingual and male volunteers.
- Represent CASA at community events as a speaker or tabling staff.
- With a focus on South Santa Cruz County, identify locations to post and/or partners that will help distribute and disseminate CASA banners, flyers or posters.
- Help expand CASA's network of partners and supporters in South Santa Cruz County.
- Assist with creating and curating social media content.

Required:

- Bilingual Spanish/English.
- Excellent speaking and presentation abilities in English and Spanish.
- Self-starter with strong organizational skills and ability to work independently to prioritize and manage multiple projects.
- Proficiency in Microsoft Office; experience with graphics/media software and database management a plus.
- Competent navigating and posting on social media networks.
- Ability to transport self to CASA facilities and to outreach locations; transport outreach materials to programs/events or off-site storage.
- Reliable mobile phone, computer and internet access.
- Flexibility for varied hours and tasks.

Skills/Knowledge:

- Prior experience in children's services or nonprofits a plus.
- Experience tabling at community events.
- Cultural Humility.
- Strong desire to help CASA realize our vision that all children are nurtured within the hearts and homes of safe and loving families.

Hours/Compensation

- Varied schedule of 10-20 hours per week. Some evening and week-end work will be required.
- \$18 per hour

How to Apply

Please send resume and cover letter to: oaposition@casaoofsantacruz.org

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