

Executive Coordinator

Reports to: The Executive Director

Full-time Position: Hourly, Non-exempt employee

Salary: \$37.14 per hour

Location: Watsonville and per CASA's telecommuter policy, the position may be eligible for remote working some days per week.

Benefits: Employer paid health, dental, and vision insurance plans for the employee. Employee 403 (b) retirement plan is available with an employer contribution after one year of employment. 12 paid holidays and 23 days of PTO.

Court Appointed Special Advocates of Santa Cruz County ("CASA") advocates for children and youth, providing court appointed volunteers so each child in the dependency and juvenile court system feels cared for and connected with the people, families, and resources they need to heal and flourish into adulthood.

The Executive Coordinator acts as a primary partner to the Executive Director ("ED"). They will help CASA fulfill its mission by providing comprehensive support to the ED by managing projects and coordinating the work of the Board of Directors.

The ideal candidate is a detail-oriented project manager whose strengths lie in creating and maintaining collaborative working relationships with senior leadership members, the Board of Directors, community partners, staff, and volunteers to fulfill cross team projects.

It is an essential part of this job to embrace and foster a culture that celebrates a diversity of identities, beliefs, thoughts, and experiences. CASA is committed to creating an organizational culture of equity, inclusion and belonging to better serve our youth and communities. **We encourage people with personal experience and/or involvement in the dependency, juvenile justice, mental health, or criminal justice systems; and people of color and Latinx; people who identify as LGBTQ+ to join our team.**

Project management

- Under the Direction of the ED, manage internal and external special projects in coordination with other departments and/or organizations;
- Assist with strategic initiatives to meet project deadlines and stay within budget;
- Help create, monitor, and oversee plans to meet project goals, objectives, and scope;
- Maintain communications about projects to provide all parties with relevant and necessary information.

Quality Improvement

- Manage processes to ensure compliance with National CASA Local and CA standards;
- Complete National CASA and CA CASA surveys as requested;
- Facilitate completion of audits by such parties as VOCA, National CASA, and CA CASA;
- Report quarterly to leadership on progress towards Strategic Plan fulfillment;

- Prepare reports on outcome measurements to provide the Board and leadership with a strategic understanding of the needs and strengths of the youth we work with.

Support Executive Director

- Provide executive-level support to the ED;
- Schedule various meetings for key stakeholders including staff, Board, and community partners by preparing materials, taking notes, managing logistics, and providing follow up as necessary;
- Create PowerPoint presentations, financial spreadsheets, special reports, and agenda material;
- Prepare board packets, maintain board portal and board documents for staff resources;
- Assist in development of policies and procedures;
- Support emergency planning development and implementation;
- Act as liaison between IT company and staff;
- Participate in other duties as assigned.

Qualifications and Requirements:

- Bachelor's degree in related field of study, and/or equivalent work and/or lived experience within the juvenile court systems
- Previous experience in the field(s) of child abuse, juvenile justice, human rights, child development, positive youth development, juvenile law, violence prevention, impacts of incarceration, or similar/related fields
- Exceptional organizational skills including the ability to manage multiple tasks and projects simultaneously
- Ability to analyze, interpret, and organize large amounts of data
- Committed to centering the voices and choices of the youth and families we work with in all our decision making
- Passionate about CASA's mission
- Excellent judgment, critical thinking, and creativity in problem solving
- Excellent written, composition and oral communication skills
- Technology skills with Microsoft Word, Excel, Outlook, and other O365 applications
- Must be flexible with hours, including ability to work some evening and weekend events
- Demonstrated respect for all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender
- Successfully perform the overall duties and responsibilities of this job. Reasonable accommodation may be provided to enable otherwise qualified individuals with disabilities to perform their overall duties and responsibilities

Demonstrated Ability To:

- Establish and maintain collaborative working relationships with our children and families, staff, volunteers, the Court, Probation, Department of Child and Family Services, the public defender's office, juvenile justice partners, dependency partners, and community partners
- Maintain strict confidentiality of the youth and families that we serve
- Adapt to a changing environment with a calm, mindful approach

CASA of Santa Cruz County is an Equal Opportunity Employer: At CASA of Santa Cruz County, we embrace a diversity of identities, beliefs, thoughts, and experiences. We commit to creating an organizational culture of equity and inclusion to better serve our youth and communities. Applicants for all job openings will be considered without regard to age, race, color, religion, sex/gender, national origin, sexual orientation, disability, veteran status, or any other consideration made unlawful under any federal, state, or local laws.