



Advocate Coordinator Job Description

The Advocate Coordinator position is part-time (20 hours a week) and plays a vital role in ensuring children served by CASA of the Golden Triangle receive consistent, high-quality advocacy in the court system. Reporting to the Executive Director, the Advocate Coordinator provides direct support to CASA Volunteers, oversees case assignments, assists with volunteer training and supervision, and coordinates communication among courts, social service providers, and other professionals involved in child welfare cases.

This role requires strong organizational skills, empathy, and a passion for helping children in crisis. The Advocate Coordinator supports the implementation of CASA's mission by ensuring that each volunteer is well-equipped, supported, and empowered in their work.

Responsibilities:

Volunteer Supervision and Support

- Maintain consistent communication with CASA Volunteers, providing guidance, resources, and encouragement as they advocate for assigned children.
- Assign cases to volunteers in consultation with the Director of Advocacy Programs
- Assist in evaluating volunteer performance and development through feedback and regular check-ins.
- Suggest recommendations to the Director of Advocacy Programs regarding recognition and ongoing engagement of volunteers.
- Be available as a resource for volunteers attending court or navigating complex case dynamics.
- Maintain collaborative relationships with courts, social services, law enforcement, schools, and other agencies.

Case Management and Advocacy Oversight

- Maintain accurate and up-to-date case records, volunteer files, and court-related documentation that aligns with all CASA standards and grant reporting requirements.
- Prepare and submit official documents, including court reports and monthly statistical updates.



- Attend court hearings, docket calls, emergency hearings, team meetings, and other case-related appointments as needed.
- Monitor case progress and collaborate with professionals involved in each case, including social workers, attorneys, school personnel, and law enforcement.

Administrative Support

- Assist the Director of Advocacy Programs, Director of Operations & Growth and/or Executive Director with administrative duties, projects, and organizational initiatives as assigned.
- Organize and prepare monthly case lists, statistical reports, and documentation required for grant compliance when applicable.
- Uphold CASA's values and ensure adherence to organizational policies in all aspects of the role.

Qualifications:

- Associate's degree required; Bachelor's degree preferred.
- Minimum 1 year of experience in social services, child welfare, or volunteer management preferred.
- Strong interpersonal, written, and verbal communication skills.
- Proficiency in Microsoft Office and basic computer literacy.
- Ability to work collaboratively within a team or independently with minimal supervision.
- Strong organizational, administrative, and time management abilities.
- Understanding of family systems, trauma, and the dynamics of abuse and neglect.
- Commitment to CASA's mission and to serving vulnerable children.

Interested candidates should submit a cover letter, resume, and a minimum of three references via email to info@casaoft.org. Applications will be accepted until position is filled. Any questions should be submitted to info@casaoft.org.