



Alabama CASA Network, Inc.

State Resource Specialist

Job Description

Status: Full-time

Location: Headquarters

Reports to State Stakeholder & Resource Development Manager

SUMMARY

This position will assist and support the stakeholder and resource development goals and objectives for the organization. To include but not limited to volunteer recruitment campaigns, media and communication projects, program development, data mining and compilation, general research; events and training coordination.

POSITION RESPONSIBILITIES

Assist and manage initial local program and volunteer inquiries and coordination of training as needed. Assist with background checks as appropriate and assist with volunteer recognition initiatives.

Assist with design of support materials i.e. brochures, advertisements, flyers, social media and press kits. Support staff in coordination of special events, trainings, webinars, and awareness campaigns.

Assist with website maintenance, donor database and email campaigns on multiple projects. Supports internal communications as needed.

Assist with document preparation to include data mining, research of industry and best practices. Provide initial contact for media inquiries. Provide general administrative support as needed to include fielding calls and emails. Some travel will be required; other duties as assigned.

QUALIFICATIONS

Proficient in Microsoft Office Suites including SharePoint and One Drive; various social media platforms and Adobe Creative Cloud. Exceptional organizational abilities with minimum of 2 years of marketing experience. Strong oral and written communication skills, and the ability to listen and understand needs with close attention to detail. Proven ability to work and multi-task under pressure. Good interpersonal and networking skills, highly articulate team player. Bachelor's Degree preferred.

WORK ENVIRONMENT

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry.
- Some travel required; proof of Alabama driver's license and car insurance (required).

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Candidates must successfully complete the local and federal criminal background checks, sex offender background checks, and Child Abuse Registry clearances.

EEO POLICY STATEMENT

The Alabama CASA Network provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.