

Court Appointed Special Advocates of New Jersey

945 W. State Street, Trenton, NJ 08618

www.casaofnj.org

POSITION AVAILABLE- AmeriCorps VISTA Marketing and Communications Coordinator

CONTACT for questions – VISTA Leader at 609-695-9400 or Javonni@casaofnj.org

SALARY – VISTAs receive a living stipend of around \$12,500 in Jersey City, \$13,000 in Morristown, \$15,500 in Wayne; and can elect to receive up to \$5500 Education Award or \$1,500 cash stipend upon completion of your term of service (12 months). Modest health benefits and child care are also provided.

JOB DESCRIPTION- Court Appointed Special Advocates' VISTA Marketing and Communications Coordinator will expand and improve CASA programs' marketing and communications efforts. Main responsibilities will be to promote awareness about the program and issues related to children in foster care, enhance fundraising efforts, and supplement outreach and volunteer recruitment efforts in the community. VISTA will work closely with the Executive Director, identifying program needs and to enhance previous marketing and communications systems in place. This is also an excellent opportunity to exercise creativity in how best to reach potential donors and volunteers across communication platforms. This is a 12-month, full-time commitment.

Duties include:

1. Develop and maintain an active social media presence on behalf of your program (e.g. Facebook and Twitter).
2. Create press releases, flyers, marketing and other promotional materials to assist with volunteer recruitment.
3. Assist with fundraisers, volunteer appreciation and other events.
4. Establish rapport with local media outlets to promote awareness of CASA, CASA events, and issues concerning children in foster care.

There are three positions available in Jersey City, Morristown, and Wayne, New Jersey.

SKILLS AND QUALIFICATIONS- A Marketing and Communications Coordinator must have strong writing, editing, and social networking skills. Organizational, Data-entry, Event planning, Marketing, Strong Communication, and Above-Average Relationship-Building Skills are preferred.

APPLICATION PROCESS – Create and submit your application at:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=44157>.

Court Appointed Special Advocates (CASA) of New Jersey, a non-profit organization, supports a statewide network of local, community-based CASA programs through which trained volunteers advocate for the best interests of children who have been removed from their families because of abuse or neglect. CASA of New Jersey provides support primarily through funding, training, public education, and technical assistance. For more information, visit www.casaofnj.org.