



## Advocate Coordinator | Job Description

Send a cover letter and resume to [apply@neverlost.org](mailto:apply@neverlost.org)

### Organization Background

Never Lost, Inc. is a nonprofit organization in South Georgia serving children who have experienced traumatic abuse and neglect. Through courtroom advocacy and connection to community resources, we strengthen families and forever improve the home lives of children. We restore hope and let children know that we are with them as they go through the court system. We work to find a safe and permanent home and to connect children with local resources who can help them begin to heal and recover.

### General Description | Accountability

The Advocate Coordinator provides professional staff support and supervision to CASA volunteers ensuring that children involved with the CASA Kids Program receive sound advocacy support and early permanency planning within the foster care and child welfare system. The Advocate Coordinator is hired by the Board of Directors on the recommendation of the Executive Director.

### Desired Qualifications | Skillset for Success

- Relevant Bachelor's degree and experience supervising volunteers
- Successfully complete CASA training including a criminal background check
- Proficiency with standard workplace software programs (Microsoft Office, Google Workspace, etc.)
- Ability to communicate, supervise, and empower volunteers to be effective in their roles
- Understanding of issues and dynamics of families in crisis relating to child abuse and neglect
- Excellent communication skills (written and oral)

### Responsibilities

- Adhere to Never Lost & CASA Kids program policies and procedures
- Supervise and support CASA volunteers in their roles
- Actively recruit, engage, and retain CASA volunteers
- Assist with and attend CASA pre-service and in-service training
- Assist in planning and attend fundraising, volunteer appreciation, and child enrichment events
- Coordinate case assignments and ensure a CASA volunteer advocates for every child
- Attend court hearings and provide a written report for every CASA case
- Maintain accurate records including databases, case files, volunteer files, program statistics
- Raise the profile of Never Lost and CASA Kids through program and resource development, community networking, and engagement
- All other duties as assigned