



## **Network Services Coordinator**

### **Position Description**

#### **Purpose:**

The Network Services Coordinator provides logistical coordination and administrative support surrounding the comprehensive services provided to a large, statewide network of advocates comprised of 46 affiliate CASA programs. Activities include coordinating regular statewide meetings, trainings, and events, preparing and disseminating regular communications, maintaining resources and tools, providing technology support for meetings and trainings, and supporting special events and projects. This position works on a wide variety of projects, offering exposure to multiple staff and operations within the organization. The position reports to the Program Operations Director.

#### **Primary Responsibilities:**

- Provide support and coordination for all large-scale, network service activities, trainings, meetings, and events
- Coordinate ongoing network communications related to Georgia CASA activities, support, and resources in support of network participation
- Assist in the maintenance and distribution of informational materials, calendars, and support tools for network access and use
- Provide administrative support to the network services and advocacy teams
- Work collaboratively with other staff members on objectives that serve the mission, vision, and purpose of Georgia CASA

#### **Specific Responsibilities:**

- Triage network requests for information, resources, and support
- Coordinate site selection, logistics, accommodations, and hospitality details for statewide trainings, meetings, and events to include leadership trainings, staff trainings, annual legislative advocacy day, and other events as requested
- Support the provision and participation in affiliate trainings and consultation, including affinity groups, webinars, quality assurance, and network participation and recognition-related activities
  - Prepare advance, onsite, and post meeting materials and evaluations
  - Provide access and support for all virtual network meetings and trainings
  - Coordinate scheduling and communications for state network services activities
- Manage the annual affiliate contracting process
- Distribute timely information to promote effective operations, advocacy, and training
- Compile content and reporting materials for ongoing projects, trainings, and activities
- Maintain up to date network information in Salesforce and other internal platforms
- Staff internal network meetings and capture progress, follow-up, and requests

#### **Qualifications and Requirements:**

- Direct or related experience in planning and execution of business-related meetings and events
- Demonstrated experience in event planning and production

- Knowledge of in-person training tools and virtual platforms
- Demonstrated ability to establish and cultivate relationships with a wide range of constituencies
- Ability to manage projects with multiple contributors with high-level of communications
- Ability to work independently and as a part of a small team supporting a large statewide network
- Excellent oral and written communications skills
- Proficiency in Microsoft Word, Excel, Power Point, and Outlook
- Ability and willingness to travel across Georgia for trainings, meetings, and conferences
- Setup, breakdown, and transportation of equipment and materials for meetings and trainings
- Occasional lifting and carrying of materials and equipment weighing 25 lbs. or less
- Pass screening requirement, including criminal background checks

**LOCATION:** Atlanta-based

**TRAVEL:** Travel required, up to 30%

**COMPENSATION:** \$40,000 – \$47,000 with competitive health, dental, vision, and retirement benefits

**OFFICE ENVIRONMENT:**

- Mission-focused; affiliate and volunteer-centered
- Collaborative, supportive, and adaptive
- Compassionate, inclusive, and connected
- Hybrid-friendly
- Flexible

**OFFICE CULTURE:**

Georgia CASA is an established, mid-sized nonprofit organization that through its committed, dedicated staff, trusted advocates, board leaders, and network staff, advocate for the best interest of children and their families and work to advance system change. Our work is concentrated on strengthening and supporting our local affiliates through collaborative efforts, relationships, and appreciation and understanding of community-driven action.

Members of the Georgia CASA team become proficient in recognizing and celebrating the diversity and uniqueness of our state - its people, beauty, and struggles - through our time in service with local advocates, on-site visits and trainings, and ongoing contact with network advocates. We recognize the role of individuals, empowered with knowledge and personal experiences, in effecting change within communities, our organization, and the CASA network.

Together, we uphold an inclusive, welcoming, and compassionate environment in which to serve, grow, lead, and learn. We strive for quality, equity, connectedness, and stability and seek others who share in furthering these attributes. We are accountable to each other, our network advocates, our supporters, the judiciary, our partners and, above all, the children and families of the state.

Georgia CASA is an equal opportunity employer, and as such, takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

**October 2024**

**APPLICATION PROCESS:**

Email resume and cover letter to [resumes@gacasa.org](mailto:resumes@gacasa.org). Please list subject line as follows:  
Coordinator Position: [Name of Applicant]

Applicants accepted through Nov. 24<sup>th</sup>.

Questions about applying and/or the position? Email [resumes@gacasa.org](mailto:resumes@gacasa.org)