



Job Title: Advocate Coordinator	Reports to: Advocate Supervisor
Classification: Full Time	Wage: \$41,000.00 Annual

General Summary

The Advocate Coordinator serves as a dedicated mentor and supervisor for our volunteer Guardians ad Litem, ensuring every child in our care has a powerful voice. In this role, you will foster collaborative partnerships with pro bono attorneys, the Department of Health and Welfare, and the court system to advocate for the safety and well-being of children. By providing consistent guidance, training, and support, you ensure our advocacy meets the highest state and national CASA standards while making a meaningful difference in the lives of children and youth.

Essential Job Functions

- **Volunteer Engagement:** Recruit, interview, and welcome passionate new volunteers into our program.
- **Mentorship & Support:** Provide consistent, empathetic supervision to volunteers through monthly check-ins, office visits, and video conferencing to ensure they feel supported and valued.
- **Advocacy Excellence:** Coach volunteers as they navigate the child welfare system, helping them develop professional relationships and identify essential services for the children they represent.
- **Court Preparedness:** Collaborative with volunteers to prepare thoughtful court reports and recommendations regarding a child's placement, education, and holistic well-being.
- **Strategic Retention:** Implement meaningful volunteer recognition initiatives and conduct annual reviews to celebrate successes and encourage long-term commitment.
- **Conflict Resolution:** Facilitate professional mediation and problem-solving between volunteers, legal partners, and stakeholders to maintain a focus on the child's best interests.
- **Operational Integrity:** Maintain accurate case records within our management software and provide weekly updates to leadership to track program impact.

Job Criteria

Qualifications

- **Education:** An undergraduate degree in a related field (e.g., Sociology, Psychology, Human Services) or equivalent professional experience.
- **Leadership:** Proven experience in a leadership or supervisory capacity, whether in a professional or volunteer environment.
- **Communication:** Exceptional written and verbal communication skills with the ability to convey complex information clearly and compassionately.
- **Technical Proficiency:** Comfortable utilizing Microsoft Office, Zoom, Google suite, and case management databases.
- **Expertise:** A foundational understanding of the child welfare system and a passion for volunteer management.

Key Skills & Requirements

- Strong interpersonal skills with a natural talent for problem-solving and mediation.
- Must be at least 21 years of age.



- Must possess a valid Idaho Driver's License and dependable transportation.
- Successful completion of an Idaho Supreme Court background check, including national sex offender and Child Protection registry checks.

Preferred Qualifications

- 3–5 years of experience effectively managing volunteers or staff.
- Familiarity with community resources dedicated to at-risk children and families.
- A willingness to engage in public speaking to promote our mission.

Work Environment & Schedule

- **Hybrid Schedule:** This is a hybrid position that requires a minimum of three in-person office days per week (generally Monday-Wednesday) to foster team collaboration.
- **Flexibility:** Occasional evening hours are required. Occasional weekend hours may be needed for community outreach or events.