



## **Job Announcement**

**Position:** Children's Advocacy Studies (CAST) Coordinator

Children's Advocacy Centers of Mississippi is a non-profit membership organization that provides training, technical assistance and much more to 12 Child Advocacy Centers and other child welfare professionals in Mississippi.

The CAST Coordinator will provide support operations with a variety of professional training projects and events to include program logistics, customer service and problem solving.

### **Requirements:**

Graduate degree is required.

- Preferred 5 or more years teaching in a Higher Education setting with knowledge of higher education course and curriculum development, advising, higher education systems, webinar design, on-line teaching and proven publication experience.
- 5 or more years working with children and families in a human services setting that required knowledge of child abuse and neglect and skills in child advocacy.
- Preference given to trauma-informed professional work and persons with training/experience in experiential teaching and use of simulations.
- Preference given to persons with experience working with multidisciplinary teams, child welfare, and child advocacy.

Please review the job description for a detailed summary of duties, responsibilities and preferred experience.

Salary is commensurate with experience.

To apply for this position, please send a resume and a cover letter outlining your qualifications and interest in the position to Equiller Mahone, Assistant Executive Director, [emahone@mschaptercacs.org](mailto:emahone@mschaptercacs.org).

For more information about CACM, visit our website: [childadvocacymys.org](http://childadvocacymys.org).

**Children's Advocacy Centers of Mississippi  
Children's Advocacy Studies (CAST) Coordinator  
Job Description**

**REPORTS TO:** Director of Training

**GENERAL RESPONSIBILITIES:**

The Employee oversees specific programs of the agency under the supervision of the Director of Training and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi (CACM) and be knowledgeable of existing policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

The CAST Coordinator has the primary responsibility of developing and providing support services through the Training Program for CACM. He/she is a highly trained individual and will be responsible for recruiting new institutions of higher education to participate in the on-going statewide Child Advocacy Studies Program as well as program improvement in existing institutions. The CAST Coordinator will be in regular contact with administrators, academic officers and faculty in the Mississippi CAST program to determine needs and develop training both face-to-face and on-line to meet information and skill needs.

Visits will be required to the institutions across the state to review curriculum and talk with students, faculty and administrators concerning program needs, fidelity to the model and improvement possibilities. The coordinator will facilitate a peer network among CAST institutions. Responsibilities include promotion of experiential learning and use of simulations in mock homes and courtrooms by those involved in CAST. Outreach to professionals is also expected, including child protective services, law enforcement, medical, dental, mental health, child advocacy centers, early childhood, education and other members of multidisciplinary teams.

The CAST Coordinator will be expected to oversee any CACM research projects related to CAST; build relationships with CAST Coordinators on a national basis, and in some cases, work with potential funders. The CAST Coordinator will occasionally present at conferences and symposiums on a national and state level.

Typical work hours include Monday – Friday 8 a.m. – 5 p.m. Must be available to work occasional nights and weekends for special projects.

Other duties may be assigned as needed.

**Education:** Graduate Degree or PhD with proven research background

**Experience:**

Preferred 5 or more years teaching in a Higher Education setting with knowledge of higher

education course and curriculum development, advising, higher education systems, webinar design, on-line teaching and proven publication experience.

5 or more years working with children and families in a human services setting that required knowledge of child abuse and neglect and skills in child advocacy.

Preference given to trauma-informed professional work and persons with training/experience in experiential teaching and use of simulations.

Preference given to persons with experience working with multidisciplinary teams, child welfare, and child advocacy.

Specifically,

- Understanding of the mission of children's advocacy centers and multidisciplinary teams. Direct experience preferred.
- Demonstrates excellence in written, verbal and oral presentations.
- Is proficient in Microsoft Word, Excel, Power Point and Webinar Design.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background checks and ability to travel required.
- An ability and willingness to travel extensively (up to 50%).

Salary range is commensurate with experience. Office is located in Jackson, Mississippi. The selected candidate must successfully complete a comprehensive background screening process.