Fourth Judicial District (FJD) CASA (Court Appointed Special Advocates)

JOB ANNOUNCEMENT: **EXECUTIVE DIRECTOR**

The Executive Director of the FJD CASA reports to the FJD CASA Board of Directors; and is ultimately responsible for the overall management of the CASA Program and all aspects of the agency’s operation. This primarily involves the supervision and coordination of a volunteer service program which provides CASA services to abused and neglected children in foster care. Key responsibilities include but are not limited to (1) Resource development and maintenance, (2) Agency and program planning, (3) Community and public relations, (4) Personnel management (Volunteer Recruitment), (5) Agency liaison to the FJD CASA Board of Directors, and (6) Fiscal management. It is a full-time position with working hours and time to be discussed during interviews.

Qualifications: Have at least a bachelor’s in social services, Education, or in another closely related field and/or equivalent work experience in management and administration. Must be computer literate and be proficient in Microsoft 365.

Salary Range depending on qualifications and experience: Starting $50,000. May be negotiable depending on qualifications. Some benefits may be provided.

A letter of interest and resume may be submitted to: The CASA Board of Directors, PO Box 1495, Las Vegas, NM 87701. For further information on CASA, please visit [www.nmcasa.org](http://www.nmcasa.org) and go to Fourth Judicial District CASA. Letters of interest and resume will be accepted until the position is filled. Job description may be obtained by emailing darlene@casafourth.org.