

Job Announcement

Community Outreach Coordinator, CASA of South Mississippi

CASA of South Mississippi is a 501(c)3 nonprofit organization dedicated to serving the abused and neglected children of South Mississippi. CASA of South Mississippi seeks to hire a motivated and competent individual to assume the role of Community Outreach Coordinator in a growing nonprofit organization.

Under general supervision the purpose of the Community Outreach Coordinator position is responsible for promoting CASA of South Mississippi's mission, vision, values, and goals by actively engaging the community and recruiting volunteers to serve as advocates for children in foster care. The Community Outreach Coordinator will develop and maintain community partnerships, implement recruitment strategies, and coordinate events that engage prospective and current volunteer advocates. (Employees in this classification perform professional work.) The Community Outreach Coordinator is under the supervision of the Program Director.

A bachelor's degree in public relations, communications, marketing, nonprofit management, or a related field is preferred. Experience in community outreach, volunteer recruitment, marketing, or a related field is also preferred.

Skills necessary for success in this position include exceptional written and verbal communication skills, strong organizational abilities with attention to detail, confident public speaking skills and a professional, outgoing demeanor, ability to work independently while managing multiple projects and deadlines effectively, creative problem-solving skills and adaptability, flexible schedule to support outreach activities, including evenings and weekends, skilled in interviewing and making thorough assessments, ability to build and maintain positive working relationships with supervisors, colleagues, and community partners, high level of discretion and sensitivity in managing confidential information, proficient in Microsoft Office Suite, Adobe, Google Workspace, and other web-based platforms. Due to the nature of the work, comprehensive background screening is required for employment with CASA of South Mississippi.

This Community Outreach Coordinator position is a minimum of 40 hours per week and includes the following benefits:

- Paid time off (annual and sick leave)
- 100% employee medical insurance premium paid for by company
- Ability to participate in company sponsored IRA inclusive of 3% company match
- Short & Long-term Disability policy paid for by company
- Term Life Insurance policy paid for by company
- Opportunity for professional growth and advancement

(Note: The position requires a flexible schedule with the ability to work evenings and weekends.)

Interested parties should submit their resume and cover letter via email no later than Monday, October 20, 2025, to the individual below:

Cynthia Chauvin
Executive Director, CASA of South Mississippi

Email: cynthia@casasouthms.org
(no phone calls please)

644 Dunbar Avenue, Bay St. Louis, MS 39520