CASA of Union County

Title: Intern

Location: Elizabeth, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid

Start Date: 9/6/2017

Job Description: CASA of Union County is looking for a volunteer or intern for the Fall to help our program staff continue to make CASA thrive. The volunteer would commit to working approximately 15-20 hours per week from September - December (flexible based on your school's schedule). Interns with CASA work with our development and program staff to ensure that the organization has the resources and support necessary to do this critical work.

Primary Responsibilities:

- Organizing and maintaining case files
- Attending court with staff and volunteer advocates
- Posting recruitment flyers throughout Union County
- Engaging in community outreach
- Preparing training materials
- Researching opportunities to expand our volunteer base

Interns also have the opportunity to assist our marketing and development team by:

- Assisting in organizing and prepping for special events
- Assisting at recruitment events
- Developing outreach materials
- Drafting articles for our newsletter
- Updating social media
- Researching press opportunities

Qualifications:

- Passion for the work being done at CASA of Union County.
- Excellent written and oral communication skills.

Application Instructions: Please email resume and cover letter to Lisa Pois at lporis@casaofunioncounty.org. Please include request for CASA’s intern application in the email.
**About the Organization:** Every year more than half a million abused and neglected children are in need of safe, permanent, nurturing homes. They are more likely than other children to face homelessness, unemployment, even prison as adults. CASA was created to make sure the abuse and neglect these children originally suffered at home doesn't continue as abuse and neglect at the hands of the system. CASA trains advocates who are appointed by judges to be a voice for these children in court.

Court Appointed Special Advocates of Union County recruits, trains, supervises and supports community volunteers to advocate for abused, neglected and abandoned children placed in foster homes or residential facilities. CASA volunteers ensure children’s best interests remain the priority while working toward establishing a safe, stable and permanent home for each child served.

**Disclaimer Information:** CASA of Union County is committed to offering equal employment opportunities in all of its employment practices. The Organization does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, or any other categories protected by federal, state, or local law. CASA is committed to ensuring that non-discrimination applies to all areas of employment.