



Community Engagement Liaison

Job Announcement

Anticipated Start Date: on or about December 1, 2022

POSITION OVERVIEW

Georgia Appleseed Center for Law & Justice (Georgia Appleseed) is hiring a Community Engagement Liaison to support its Programs Team. Programs Team responsibilities include pro bono and community engagement, legal advocacy, training of volunteers and advocates, data collection and evaluation, and leading policy and legislative reform efforts.

Georgia Appleseed is a nonprofit law center that advances justice through law and policy reform and community engagement. We are particularly focused on supporting Georgia's most underrepresented children: Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. We focus our passion, energy, and resources on three main goals: (1) dismantling the school-to-prison pipeline to keep kids in school and out of the criminal justice system; (2) promoting supports for students with behavior and learning challenges to help them succeed in school; and (3) ensuring children and their families have safe, healthy housing.

SUMMARY OF DUTIES:

The Community Engagement Liaison (CEL) will primarily support the Programs Team's School Justice initiative, including the FAIR (Fairness, Advocacy, and Individualized Representation) Project for children in foster care. Main responsibilities include: (1) researching and compiling a guide of local community resources and services for Georgia's children in foster care; (2) developing and maintaining partnerships with community organizations across all Division of Family and Children Services (DFCS) regions statewide; and (3) collecting and analyzing case outcomes for children in foster care who have been referred through Georgia Appleseed's FAIR Project. The CEL will travel extensively across Georgia to fulfill assigned duties.

ESSENTIAL POSITION RESPONSIBILITIES

- Outcomes: Track and compile outcomes for children in foster care who received advocacy through FAIR.
 - Maintain client files in compliance with ethical and legal standards.
 - Engage directly with youth in foster care, foster parents, case managers and other DFCS staff and caregivers to gather case outcomes.
 - Develop process to collect and maintain outcome records in agency case management system for evaluation of impact and effectiveness of FAIR Project.
 - Help prepare and track monthly, quarterly, and annual outcome measurements.
 - Prepare statistical reports, data evaluation, programming reports and other documentation.
 - Provide ongoing support and resources to advocates and children in care who have engaged with FAIR.
- Resources: Create and maintain a statewide community resource bank for advocates of children in foster care.
 - Research the nature of needs for youth in foster care in target communities.

- Identify appropriate local resources, including counseling services, to meet the needs of students in care.
- Outreach: Serve as a liaison to connect DFCS staff, local advocates, and community agencies with available resources and services for children in foster care.
 - Travel to communities throughout Georgia to learn about social services programs and educational resources in their region.
 - Conduct outreach activities to develop a greater referral base and social services resource network.
 - Collaborate and network with local social services communities.
 - Host and facilitate seminars and community meetings.
 - Represent Georgia Appleseed by serving on coalitions and committees as needed.
- Other:
 - Assist with monthly reporting, newsletters, social media posts and website updates.
 - Maintain organized files and archives, both online (SharePoint and website) and in the office.
 - Perform additional duties as assigned.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- 2+ years relevant work experience, preferably in nonprofit organizations and those serving children and families.
- Experience entering accurate data input and maintaining databases.
- Outstanding organization with meticulous attention to detail.
- Fluency with the internet, technology, and cloud-based applications.
- Fluency in Microsoft Office 365 (including SharePoint, Excel, Word, Teams) and Adobe.
- Ability to be a team player and work collaboratively with co-workers, Board members and community partners.
- Excellent verbal and written communications skills required, including editing and proof-reading.
- High level of productivity and initiative handling multiple projects in a fast-paced and busy environment.
- Strong interpersonal skills, with an ability to establish positive, personable, and professional relationships via email, phone, video and in person.
- Ability to engage with stakeholders of diverse backgrounds and authority.
- Demonstrated commitment to issues facing children in underrepresented or marginalized groups.
- Working knowledge of educational and child welfare systems.
- A valid driver's license and access to a vehicle for regular use.

SALARY AND BENEFITS

- \$45,000 –\$52,000 annual salary depending on experience
- Group health, vision, and dental insurance premiums for employees, currently paid at 100%
- 401k match, currently paid at 2%
- FSA plan
- Free office parking
- Generous vacation and sick leave
- Flexible opportunities to work remotely

This is a full-time position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County. This job currently involves working from home and the office (up to three days per week). The team member in this position may travel extensively across Georgia to fulfill assigned duties.

How To APPLY

Submit a letter of interest and resume to hr@gaappleseed.org. Only complete applications will be considered. This position will be filled as soon as a qualified applicant is identified and has accepted the position. NO PHONE CALLS PLEASE. Interviewed candidates will be asked to perform a skills assessment.

Prior to employment, we will conduct a background check to verify prior employment, education, and criminal history, and candidates must provide proof of complete vaccination against COVID-19. Reasonable accommodations will be considered on a case-by-case basis for exemptions to the vaccination requirement in accordance with applicable law.

We strongly encourage people from underrepresented groups to apply, including individuals directly impacted by the foster care system. Georgia Appleseed Center for Law and Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.