

Position Title: State Executive Coordinator

Reports to: CASCWA State President and Executive Board

Term: TBD (Recommend Annual)

Mission: The **California Association of Supervisors of Child Welfare and Attendance** is an organization of school and community professionals who are dedicated to improving school climate, safety, and increasing school attendance. We create a network of professional support, mentors and educators, and we influence relevant legislation and advocate for the needs of students, families, and schools.

Primary Responsibilities and Duties: The role of this position is to support the mission of promoting CASCWA as a professional organization and a leader in the field of educational leadership in student support services.

- Website: Maintain, coordinate and assist section and state updates and archival
- Newsletter (Intercom): Lead rebrand and email conversion of CASCWA newsletter with target of monthly updates to membership.
- Membership: Building out member benefits with outlined membership deliverables in conjunction with membership (Membership Chair)
- State Conference: Registration, advertising, sponsorship support, key role in facilities identification and overall contracting both for individual conferences and long term efforts such as planning, consideration in multi-event deals (Host Section)
- Tax Status: As a non-profit 501c4, you would potentially be responsible for coordinating with tax experts and the State Treasurer as advised by the State Executive Board on potential migration to 501c3 status and maximizing nonprofit revenue channels beyond current. (State Treasurer)
- Fundraising: Identify and secure corporate sponsors and philanthropic donors on a recurring, ongoing basis. Minimum performa will be set.
- Section Workshops: Support registration, advertising, and attend event and support the section organizers, support linkage of presenters for events in multiple sections
- Interorganizational articulation and collaboration over time
- Other duties as assigned by the Executive Board and/or President

Other related duties:

- Support Annual Membership Drive (Membership Chair)
- Explore and apply for grant and alternate channels opportunities to grow revenue
- Other duties as assigned by the Executive Board and/or President

Compensation: DOE. This position is an independent contractor role with a travel stipend.

Evaluation: Subject to annual review or more frequently as mutually agreed upon

Application deadline: Email cover letter, resume/CV, and three professional references by **Friday, January 27, 2023** to Cascwakev1211@gmail.com.

