Athens-Oconee CASA Development Intern Job Description

(Revised 7/14/2025)

Organization Overview:

Through advocacy and mentorship, the Athens-Oconee Court Appointed Special Advocates (CASA) organization empowers community members to stand up for foster children and champion their rights in court. CASA recruits, trains, and provides ongoing support to community volunteers serving as officers of the court to advocate for the best interests of abused and neglected children in the foster care system. Through sustained, personal attention, CASA volunteers create positive changes in children's lives, providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives. More information can be found at www.athensoconeecasa.org.

Position Overview:

A CASA Development Intern provides operational and practical support for the Athens-Oconee CASA Development team. The Development Intern will have a unique opportunity to gain deep insight into effectively supporting a non-profit organization, donor relations, community engagement, and fundraising. They will have the chance to better understand fundraising, data management, and more. Many of the tasks and projects will involve behind-the-scenes work, essential for the organization to run smoothly. Individuals with a passion for non-profit management, community engagement, a positive attitude, and a strong desire to help the Athens-Oconee CASA vision become a reality will thrive in this position.

The Development Intern position requires a flexible and professional individual with strong communication skills and the ability to take initiative. This role also necessitates multitasking abilities and someone who can work independently to complete assigned tasks and projects. Within the organization, this role is crucial in keeping the CASA program running smoothly by connecting the dots to enhance the performance of others.

Environment:

The intern will be expected to work 12-20 hours per week. General office hours are from 9:00 am to 5:00 pm, but this may vary depending on the organization's needs. Working independently from home may be necessary if staff are not in the office. There may also be a requirement to work on special events outside of regular hours, as well as some inner-city travel.

Responsibilities:

- Communicate in a timely fashion (respond to in office messages, phone calls, and emails same day even when not working internship hours).
- Assist Staff Members with everyday tasks and ongoing projects, specifically the Development Team.
- Attend and take notes at Community Meetings and special CASA events.
- Attend and participate in organizational events such as fundraisers and social events.
- Develop donor management and data management procedures for Eleo and other electronic systems.
- Be responsible for facilitating and taking charge of your internship with your internship liaison and CASA staff. Know your own internship requirements prior to beginning an internship with Athens-Oconee CASA.
- Engage in community relations for the purposes of recruitment and donor relations.
    - Have the ability to call businesses and organizations for donations of food and supplies.
    - Go into the community to promote training and other CASA events through flyers and verbal communication.
    - Display a willingness and drive to promote CASA's mission to the community.
    - Display initiative in reaching out to a variety of organizations.
    - Bring creative ideas to the team on how to expand the items above.
- Attend court hearings in Clarke and Oconee Courts.

Supplies/Skills/Requirements:

- Possess your own laptop, mobile phone, and transportation.
- A working knowledge of Outlook, Microsoft Teams, Google Suite, Canva, and/or a willingness to learn these platforms.
- Have the ability to work in a fast-paced and changing environment. Be flexible to change to daily scheduling and atmosphere.
- Able to manage and complete multiple tasks in a timely manner and understand how to prioritize those tasks efficiently to meet deadlines.
- Demonstrate a follow-through on commitments, with accountability for own actions.
- Must pass a comprehensive criminal background check including the child abuseregistry.
- Maintain Confidentiality.
- Have the ability to work effectively individually or in a teamsetting.

693 North Pope St.
Athens, GA 30601
Phone: (706) 613-1922
Fax: (706) 316-3616
www.athensoconeecasa.org

- Have the ability to plan ahead, take initiative, and anticipate needs when oversight is not readily available.
- Have the ability to maintain professionalism in a variety of settings even when others are less than professional.
- Be able to sit for long periods of time and lift at least 25 pounds.
- Well organized, flexible, and creative.
- Excellent oral communication skills, including the ability to maintain objectivity.
- Excellent writing and editing skills.
- Demonstrated objectivity and respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations.
- Welcome feedback: calmly evaluate and make mindful, strategic decisions in emotionally charged situations and in the absence of complete clarity

693 North Pope St.
Athens, GA 30601
Phone: (706) 613-1922
Fax: (706) 316-3616
www.athensoconeecasa.org