

# **CASA for Kids, Inc.**

## **Flathead County and Lincoln County**

### **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

#### **SUMMARY**

The Administrative Assistant helps CASA fulfill its mission by providing professional staff support to the CASA program.

We are seeking a flexible individual with excellent communication skills, attention to detail, good computer skills, and an upbeat attitude. Candidates should be able to assist management by handling office tasks, accurately completing data-entry, processing a variety of correspondence in an efficient manner, providing polite and professional assistance via phone, mail and email. Most importantly, the Administrative Assistant should have a genuine desire to meet the needs of others.

#### **RESPONSIBILITIES**

##### **General Office Duties**

1. Responsible for general clerical duties.
2. Courteously, empathetically and professionally receive incoming telephone calls and visitors to the office.
3. Screen and route phone calls to the appropriate person.
4. Regularly check mail and route to appropriate person or department.
5. Participate in staff and team meetings.
6. Support volunteers who assist with various projects in the office.
7. Maintain office inventory/supplies and inform management of office needs.
8. Provide Board of Trustee clerical support. Maintain accurate and up-to-date Board records.
9. Using a tickler system, send out reminders and/or make phone calls to Advocates and/or Trustees for regularly scheduled meetings/events.
10. Other duties as assigned by the Executive Director.

##### **Development Assistant Duties**

1. Work with the Development Manager to support various projects to include event support, direct mailings, etc., as needed.
2. Assist with processing and inputting data for all incoming donations into Bloomerang and Payment Spring and support Development Manager with donor/advocate appreciation efforts.
3. Work with the Development Manager to create and distribute a quarterly donor newsletter.
4. Maintain the CASA website, Social Media campaigns and outreach.
5. Other duties as assigned by the Executive Director.

##### **Advocacy Assistant Duties**

1. Assist Advocacy Program Manager in maintaining OPTIMA database, inputting new DN cases and entering advocate demographic, training and contact log information as needed.
2. Support the Child Advocacy Team with recruitment and training tasks, as needed.
3. Work with the Advocacy Program Manager to create and distribute monthly advocate e-newsletter

#### **QUALIFICATIONS**

- Commitment to CASA's goals and mission and a passion for the health and well-being of children.
- Ability to maintain strict confidentiality requirements according to program protocols
- Successful completion of all background checks.
- Proficient in MS Office (particularly Word, Outlook and Excel). Experience with Donor database programs given preference. Familiarity with Social Media and some website management preferred.
- Excellent communication skills.
- Attention to detail.
- High School or HiSet completion required.
- Prior administrative experience required.
- Ability to interact positively with a diverse population, advocates, and board members.

- Ability to maintain files and record keeping systems.
- Ability to work cooperatively and flexibly as part of a team, filling various roles as needed for the good of the project and organization.

**ACCOUNTABILITY**

The Administrative Assistant is hired by the Executive Director and reports directly to the Executive Director. CASA operates as a team with both shared and individual responsibilities. At times the Development Manager and Advocacy Program Manager may provide targeted supervision, training and/or support to the Administrative Assistant.