

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 Duties.

1. Greet and assist visitors, and maintain polite and professional communication via phone, email, and mail.
2. Screen phone calls and route callers to the appropriate person.
3. Maintain the donor database, process donations, and manage donor appreciation efforts.
4. Maintain office inventory/supplies and inform management of office needs.
5. Coordinate and support volunteers who assist with various projects in the office.
6. Assist Directors with various computer based information and financial account updates.
7. Provide Board of Trustee clerical support. Maintain accurate and up-to-date Board records.
8. Support the Child Advocacy Team by assisting with recruitment and training tasks, as needed.
9. Using a tickler system, send out reminders and/or make phone calls to Advocates and/or Trustees for regularly scheduled meetings/events.
10. Support the Child Advocacy Team with data entry into the CASA database, 'Optima', as needed.
11. Other duties as assigned by the Executive and Program Director.

Outreach/Technical Support:

1. Work with the Executive Director and Development Manager to support various projects, to include event support, managing direct mailings, etc., as needed.
2. Maintain the CASA website.
3. Social Media campaigns and outreach.

QUALIFICATIONS

- Commitment to CASA's goals and mission and a passion for the health and well-being of children.
- Successful completion of all background checks.
- Ability to work with highly confidential information in a professional manner
- Proficient in MS Office (particularly Word, Outlook and Excel). Experience with Donor database programs given preference.
- Ability to maintain accurate statistical program data, files, record systems, and financial records.
- Ability to work cooperatively and flexibly as part of a team, maintaining a positive upbeat attitude.
- High School or HiSet completion required.
- Prior administrative experience required. Higher education in a related field preferred.
- Familiarity with Social Media and some website management.