



## First Judicial District CASA Program

### General Job Description and Position Responsibilities for:

#### Administrative Assistant (part-time)

*Approved 11/4/19*

#### **General Description:**

Under the supervision and direction of the CEO. This position requires a high level of integrity and ability to maintain strict standards of confidentiality as the AA will be exposed to confidential and sensitive information daily. The position serves as administrative support for the CEO, Director of Marketing & Fundraising, Advocate Supervisors, Advocate Trainer and Peer Coordinators located throughout the 1st Judicial District. The AA will oversee the front office and serve as primary point of contact for volunteer advocates and visitors.

#### **Position Responsibilities:**

1. Oversees front office & general clerical duties
2. Answer, screen and route all phone calls. Prepares regular/vacation voice messages.
3. Greet all visitors. Inquire reason for coming in and handle accordingly.
4. Retrieve and deliver all faxes in a timely manner to the appropriate staff.
5. Receive mail daily and distribute. Photocopy all checks and store in a folder to be faxed to accountant by 1<sup>st</sup> of each month.
6. Route every email and fax as instructed. Monitor staff mailboxes.
7. Assist CEO in developing Board packets and with Board meeting preparation.
8. Assist CEO and Development Director in preparing monthly bookkeeping packet.
9. Manage contracts for property leases. Work directly with property managers. Perform review of leases 1 quarter for annual renewal with a brief to CEO.
10. Manage contracts for insurance policies. Annually review policies one quarter before expiration with a brief to CEO.
11. Assist with employee enrollment/renewal of Employee Retirement and Health Insurance programs.
12. Manage leases for office machines, perform usage analysis, provide suggestions for optimal usage.
13. Manage all other contracts (phones, IT, etc.). Maintain up-to-date and review annually.
14. Maintain Board, Advocate and staff hard and digital personnel files. Set up new files. Review and update regularly. Maintain up-to-date checklist and forms. Track employee and Advocate review schedule.
15. Update organizational chart.
16. Maintain general knowledge of staff schedules.
17. Maintain awareness of CASA events to be able to communicate event information to visitors/callers.
18. Accept donations for Kids Closet, oversee inventory as instructed, and send thank you notes, as directed. Provide CEO with monthly inventory summary. Perform bi-annual, annual and other inventory as instructed by CEO.
19. Assist Advocate Supervisors by providing administrative support as requested.
20. Assists Marketing and Fundraising Director with fundraising events and other duties as assigned.

21. Write and process “thank you” notes on a monthly basis.
22. Assist CEO in scheduling board room and travel arrangements, upon request.
23. Oversee office volunteer duties.
24. Create and keep an updated email list for records requests e.g., law enforcement agencies, schools, hospitals, pediatrician offices, counselors, attorneys etc. Maintain CASA contact sheets/ organizational charts current and send out as needed.
25. Maintain supply inventory (office, kitchen, bathrooms) and keep CEO apprised of when supplies need to be ordered within budget guidelines.
26. Stock bathrooms and kitchen weekly. Clean dishes in sink and stock.

### **Qualifications**

- High level of integrity and be able to maintain strict confidentiality at all times.
- Proven experience and successful performance on Excel, Word, and email.
- Excellent organizational skills.
- Strong work ethic, dependability and ability to work in a supportive team environment.
- Self-starter with the ability to multi-task while being detail oriented.
- Successfully pass required background check process including fingerprints.

**FLSA category, pay and benefits:** Scheduled Hours: 18 hours from 9 to 1 pm Monday thru Thursday. Friday 9-11 Friday (no lunch breaks), unless otherwise instructed by CEO. Pay is \$13/hour. See Employee Handbook for employment policies and benefits (no medical or savings).

Revised 10-8-18