



## Administrative Assistant

The **Administrative Assistant** supports the Executive Director and is responsible for general office, reception and administrative support. This position provides coordination of maintenance of office systems/equipment, technical support and assistance with other projects required for the CASA program, training and operations. This position reports to the Program Coordinator.

### Responsibilities:

#### Administrative

1. Provide confidential administrative support to the Executive Director inclusive of assisting with preparation of Board and committee agendas, generating Board informational packets, and maintaining files of all Board meetings. May serve as administrative liaison to the Board as directed by ED.
2. Provide clerical, administrative, and project-based support; may include scheduling meetings, handling information requests, filing, preparing reports and general, overall, organizational support.
3. Ensure adequate level of supplies for house, office trainings and events. Coordinate with vendors and suppliers for facility needs: gardener, janitorial, maintenance, etc.
4. Coordinate provision of office technology installation, services of technology consultant, and systems maintenance (computers, copy machine, fax machine, internet, software and phone system).
5. Develop the annual house and office budget based on analysis of prior year expenditures and prospective needs including scheduled maintenance projects. Track expenditures and adjust as needed to conform with approved budget.
6. Provide technical assistance including computer back-up and general office support.
7. Manage petty cash, gift cards, credit card expenditures and receive, review and code invoices for payments; Act as back-up for bookkeeper to process, cut checks, pay monthly bills and ensuring timely bank deposits; processing mail and all donations per policy and procedure including accurate and timely entering of all data in donor database. Work with Bookkeeper and Development Director to coordinate and ensure the integrity of the processing of donations.
8. Run financial reports for Managers and Directors as requested.
9. Answer phones and door.
10. Supervise volunteers when they are in the house and assign and monitor tasks.
11. Support in house mailings through ensuring appropriate postage is available, setting up house for mailing activities, and taking mailings to post office.
12. Support all events, Board meetings and trainings by obtaining food for event and preparing house for in-house events.
13. Facilitate out of county travel of all staff by making travel and accommodation reservations.

#### Volunteer Support and Recognition

1. Implement Volunteer Retention Plan throughout the year.
2. Make sure house is clean and ready for visitors each day inclusive of managing house volunteers who undertake this activity.

3. Initiate Advocates and youth with use of house
4. Coordinate use and activities in house and communicate reservations with staff.
5. In coordination with System and Grant Analyst, update and manage resources and content on "For Advocates" page.
6. Support Advocates in researching and gaining new resources in the community for their youth. Provide content for and produce bi-weekly Volunteer Update. Provide information and community resources and events for newsletter and other communication materials.
7. Obtain and process donations of goods or services with community vendors on behalf of Advocates to use with their CASA child.
8. Coordinate seasonal children's events and other events throughout the year in coordination when appropriate with Friends of CASA.
9. Organize School Supply and Holiday Gift Giving collection and distribution.
10. In coordination with Grants and Systems Analyst, develop material for, distribute and monitor effectiveness of advocate update email communications.
11. Under direction of Program Coordinator, assist in maintenance and continuity of Optima and Bloomerang.
12. In collaboration with Events Coordinator, plan and execute volunteer appreciation picnic every year.

### **Training and Program Support**

1. Maintain contact with and enhance engagement with potential advocates from the time they complete their interview until they finish their training.
2. Publicize upcoming trainings.
3. Maintain attendee lists and prepare materials and handouts for trainings.
4. Under the Direction of the Program Director, coordinate speakers for trainings.
5. Under the Direction of the Program Director, reserve and confirm locations of all trainings.
6. Under the direction of the Program Director, process Orders of Assignment and Dismissal for Advocates.
7. Prepare documents for Advocate matching process.
8. Under direction of Outreach Manager, contribute to social media content for current and potential advocates.

### **Other Duties**

1. Participate in program special events and activities, as requested.
2. All other duties as assigned.

### **Qualifications and Requirements:**

- Bachelor's degree preferred but may be substituted by an Associate Degree and three years of paid, professional work experience in an administrative assistant capacity. A relevant combination of work experience and education may be acceptable to fulfill the minimum requirements.
- Bi-lingual and Bi-literate in Spanish and English highly preferred
- Excellent written, composition, and oral communication skills
- Competent in Microsoft Word, Excel, Gmail, and other software
- Have transportation, car insurance and be willing to travel throughout Santa Cruz County
- Completion of background screening process (i.e. DMV check, FBI, Department of Justice (DOJ), CACI (Child Abuse Central Index), and upon hiring complete 35-hour CASA training

**Demonstrated ability to:**

- Excellent phone manner and communication skills
- Enthusiastic and quick learner
- Maintain strict confidentiality
- Maintain accurate records and attend to detail
- Demonstrate respect of all people regardless of socioeconomic background, age, culture, religion, race, ethnicity, sexual orientation, disability, or gender
- Completion of CASA Volunteer Training within three months of hire is required.
- Take initiative, possess critical thinking skills, and be committed to the program's mission and goals

**Full Time:** 40 hours/week nonexempt (some evening and weekend work)

**Benefits:** Paid medical, dental, and vision; 20 days paid time off (PTO) plus observed holidays

**Salary:** \$17-18/hr

**TO APPLY:** Send resume, three reference contacts, and a cover letter summarizing your qualifications with your interest in the position to: [AAposition@casaofsantacruz.org](mailto:AAposition@casaofsantacruz.org) by 5pm on August 19, 2019.

No phone calls please.

CASA of Santa Cruz reserves the right to begin interviews as soon as qualified applicants' resumes are received.