



JOB ANNOUNCEMENT

Position: Receptionist / Administrative Assistant
Employee Type: Full-Time, Non-Exempt

Organizational Mission

The mission of CASA of Fresno and Madera Counties is to recruit, train and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

Position Goal

Provide administrative support to the Executive Assistant and Executive Director. Responsible for the professional and efficient management of telephone calls, visitors and the reception area; provide general clerical and administrative support to various departments within the organization enabling them to be effective in accomplishing their position goals.

Key Responsibilities

1. Serve as the receptionist. Reception duties include promptly, accurately and professionally answering phones, providing information, routing callers to the appropriate staff member and greeting the public in an appropriate and professional manner.
2. Track staff movements in and out of organization.
3. Ensure reception desk is staffed 100% of the time during office hours.
4. Provide general administrative/clerical support including document preparation, data entry, filing, faxing and copying for various departments – Program, Resource and Operations.
5. Assist in coordinating with the IT provider when issues arise.
6. Assist the Fiscal Analyst with various duties related to maintaining Human Resource files for Advocates, maintaining supplies and equipment, document retention/destruction and general organization.

7. Assist in communication as directed including mail and email, telephone calls and preparing written correspondence. Prepare written thank you letters to donors. Assist in updating the company website and Facebook page as directed.
8. Assist with Volunteer Advocate Acceptance Process.
9. Provide general clerical and administrative support to the Resource Development Coordinator and Outreach Coordinator, as requested.
10. Assist with managing projects through assisting in developing and tracking tasks and timelines for fundraising events, program events, the annual fund campaign, major gifts campaign and grant writing.
11. Assist in preparing for the organization's fundraising and program events. This includes being present at all the organization's events.
12. Other duties as assigned.

Desired Minimum Qualifications

To successfully perform the essential functions of this position, the incumbent must have the following:

- High School diploma, certificate or diploma in a 2-year post high school program and 1-year experience as an administrative assistant.
- Knowledge and ability to use modern office equipment including a personal computer and various software packages.
- Ability to type at least 40 words per minute.
- Ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Strong in both oral and written communication techniques.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- Possession of a valid California Driver's License.
- Ability to successfully pass a formal background check.

Applicants, please send a cover letter and resume to:
Megan Araki, Operations Coordinator: maraki@casafresnomadera.org

For more information about CASA of Fresno and Madera Counties, visit our website:
www.casafresnomadera.org

CASA of Fresno and Madera Counties is an equal opportunity employer.

We are looking forward to hearing from you!