



**Position:** Executive Assistant  
**Employee Type:** Full Time, Non-Exempt  
**Salary:** Please Inquire (dependent on experience)

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## **Organization's Mission**

The mission of CASA of Fresno and Madera Counties seeks to recruit, train and support volunteers to advocate and speak for the best interests of abused and neglected children in the foster care system.

## **Position Goal**

Assist in managing all aspects of the Executive Director's office, enabling them to effectively fulfill their responsibilities related to executive leadership.

## **Key Responsibilities**

### **A. Supporting Executive Director**

1. Assist the Executive Director in managing all communication with the public, Board of Directors, staff, donors, and outside agencies including written correspondence, telephone, e-mail, voicemail, and media appearances.
2. Manage the Executive Director's calendar through scheduling and preparing for meetings, appointments, and events.
3. Maintain a filing system for the agency's official records and the Executive Director's records.
4. Handle all administrative preparations for the meetings of the Board of Directors, committees, and other groups. Preparations include advanced scheduling of meetings, preparing and distributing materials, room setup and refreshments.

### **B. Supporting Community Resource Development**

1. Provide general administrative/clerical support including document preparation, data entry, filing, faxing and copying. Data entry includes entering confidential donor information into the organization's donor software. Prepare donor reports and thank you letters.

2. Assist with the organization's mission and fundraising events and ongoing communication strategy including website updates, e-blasts, regular group emails, social media updates and other messages.
3. 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.

### **C. Supporting Operations**

1. Ensure technology, equipment and office supplies are monitored.
2. Assist in maintaining human resource personnel files for employees, advocates, board members and other volunteers, including employee benefits, open enrollment, the recruitment and hiring process of new employees, and performance evaluation schedule.
3. Monitor the organization's storage area and ensure that closed files are maintained according to the organization's records retention and destruction policy.

### **D. 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 3 years' experience as an administrative assistant or equivalent.
- Bachelor's Degree preferred.
- 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 and interpersonal skills.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the policies of the organization.
- Possession of a valid California Driver License.
- Ability to successfully pass a formal background check.

## **Physical Demands**

While performing the duties of this job, employees are regularly required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; and, lift 20 pounds. There may be prolonged periods of sitting and computer work. The duties of this position also require on the job driving.

## **Equipment**

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine and telephone.

Duties described on the previous pages document the general nature and level of work but are not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee in this position. Consequently, the employee in this position may be asked to perform other duties as required.

**Applicants, please send both, a cover letter and resume to:**

**Megan Araki, Operations Coordinator: [MeganAraki@CASAFresno.org](mailto:MeganAraki@CASAFresno.org)**

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

**We are looking forward to hearing from you!**