



**Position:** Administrative Assistant, Program

**Employee Type:** Full Time, Non-Exempt

**Salary:** Dependent Upon Experience

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## **Organization's 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 support to the Senior Advocate Supervisor(s), Executive Director and Advocate Supervisors, enabling them to be effective in accomplishing their position goals.

## **Key Responsibilities**

### **1. Administration**

- Provide general administrative support including document preparation, data entry, filing, faxing, and copying. Data entry includes entering confidential case and volunteer information into the organization's software.
- Assist with scheduling and calendar management for the Senior Advocate Supervisor(s).
- Coordinate meeting preparation.
- Coordinate the sending of mail and email for the Senior Advocate Supervisor(s).
- Perform receptionist duties, when needed, including answering phones and providing information, assistance or routing caller to appropriate staff member and greeting the public. Maintain employee in/out board.
- Provide support and attend necessary CASA events as needed.
- Other duties as assigned.

### **2. Program**

- Process court calendars and court documents.
- Responsible for timely and accurate calendaring for Advocate Supervisors and Senior Advocate Supervisor(s).
- Responsible for timely and accurate data entry into program management databases including, but not limited to, Advocate by Supervisor Report and Waitlist spreadsheet. Responsible for the integrity of the data entered.
- Maintain accurate and up to date filing for Advocate files, active case files, and waitlist case files.

- Assist the Senior Advocate Supervisor(s) with data to complete quarterly reports, and any other reports are required from the Senior Advocate Supervisor(s) or Executive Director.
- Assist the Senior Advocate Supervisor(s) in maintaining a sufficient stock of Journey of Hope Advocate Guides for all age groups.
- Keep the Senior Advocate Supervisor(s) and Executive Director apprised of any issues to be resolved and weekly priorities.
- 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 (Bachelor's Degree preferred).
- Minimum 3 years of experience as an Administrative Assistant.
- Knowledge and ability to use 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.
- Possess a valid California Driver's License and successfully pass a formal background check.

## **Working Conditions**

The duties of this position regularly require travel in Fresno and Madera Counties in your own personal vehicle. The position may occasionally require travel within the State of California. This position rarely requires strenuous activity. Occasional weekend and/or evening hours may be assigned as needed.

While performing the duties of this job, employees may regularly be 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; carry multiple items at one time; and, lift up to 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.

I understand my continued employment will depend upon successful completion of the duties assigned to me by my supervisor. I understand that my employment with CASA is "at-will" meaning that CASA, or I, can terminate the employment relationship at any time.

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

**Angelica Romero, Finance and Operations Manager:**

**[AngelicaRomero@CASAFresno.org](mailto:AngelicaRomero@CASAFresno.org)**

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

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