



WE'RE HIRING!

CASA of the Continental Divide:

CASA of the Continental Divide (CASACD) was established in 1999 as a 501(c)(3) tax-exempt organization and serves children in Colorado's 5th Judicial District, which encompasses Clear Creek, Eagle, Lake and Summit Counties. The CASACD program is the only one of its kind in Colorado's 5th Judicial District. CASACD is a member of The National CASA Association and CASA in Colorado. Our mission is to Provide court advocacy and support in the 5th Judicial District of Colorado for abused and neglected children in pursuit of safe and permanent homes.

Position: Administrative Assistant

Purpose

- To provide administrative support for the CASA of the Continental Divide Program and Staff.

Responsibilities

Program

- Maintain CASA of the Continental Divide digital and hard copy database(s) with up-to-date information regarding volunteers, grantors, donors and fundraising events.
- Track board member hours and expenses, in-kind donations, training, and evaluation processes in digital databases (Optima and Salesforce) in accordance with set deadlines.
- Communicate with board members via email and phone: reminders for board meetings, requests for board volunteer hours, reminders for fundraising and special events; general communication as requested by Executive Director and CASA staff.
- Assist Executive Director, Director of Programs, and Advocate Manager(s) with routine clerical tasks: handle routine correspondence, print labels, email documents, maintain resource directories, answer phone, handle CASA general e-mail communications.
- Assist with preparation and distribution of recruitment and training materials.
- Make arrangements for Board meetings, distribute printed and email materials, track attendance, procure refreshments.
- Follow Standard Operating Procedures, recommend changes as appropriate and implement and document approved changes

- Order and maintain office and printer supplies.
- Organize and maintain office files
- Maintain a clean and efficient office space
- Support CASA of the Continental Divide staff in PR & Marketing campaigns:

Community Outreach

- Represent CASA of the Continental Divide in a professional, positive manner as first point of contact for potential volunteers and the general public
- Assist Executive Director and Grants and Events personnel with fundraising efforts: maintain current lists of donors, grantors files and files from fundraising events; and event coordination and participation.

Competencies

- Knowledge and skills to carry out assignments
- Ability to plan, organize and prioritize workload
- Accountable for actions and outcomes
- Ability to work both independently and cooperatively
- Demonstrating good judgment
- Ability to maintain confidentiality of information regarding cases and volunteers
- Effectively communicate with Executive Director, Advocate Managers, Advocates, and external agencies

Qualifications

- High school diploma (college degree preferred) and job-related experience
- Computer competence – Microsoft Office Software (Word, Excel, Access); we are currently using Mac computer systems.
- Excellent people skills: ability to work with diverse community members and professionals in a positive, objective manner
- Excellent organizational skills: ability to organize and maintain office files, supplies and computer data bases
- Good writing skills, composition and grammar
- Familiarity with operation of office machines – Computers, copiers, faxes, printers, etc.
- Ability to maintain confidentiality
- Clearance of criminal background screening

Our work environment:

This position requires the employee to work in close contact with his/her teammates. The office space is small, and the employee must have the ability to stay focused while others are working in close proximity. The noise level in the work environment is usually moderate but varies seasonally due to programs and staffing on campus. The work environment characteristics described here are representative of those that must be met by an employee while performing the essential functions of this job.

The physical demands of this position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to feel, handle, or hold objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to sit for extended periods of time, stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Want to find yourself at CASACD then please submit your resume to casacd@mtncasa.org.