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**CASA Child Advocates of Montgomery County**

**Position Title: Administrative Assistant**

Reports to: Executive Director

Location: Conroe, TX

Status: Non-Exempt

**Job Responsibilities**

* General Office Support
	+ Open and distribute mail
	+ Log, copy, and stamp all checks, maintain log and distribute copy to accountant and Fundraising Coordinator for entry into eTapestry
	+ Manage and purchase office supplies bi-monthly
	+ Maintain storage facilities and inventory
	+ Manage building maintenance
* Serve as Receptionist
	+ Greet 10 – 20 people per day
	+ Answer phones and distribute calls
	+ Answer Advocate line and distribute calls
	+ Keep common areas free from administrative clutter
* Provide Human Resources Support
	+ Log and maintain vacation hours taken and remaining
	+ Maintain personnel files
* Provide Technical Support
	+ Maintain and program office equipment
	+ Maintain office equipment/technology inventory
	+ Manage phone systems
	+ Manage computer support
* Assist Program
	+ Manage electronic and hardcopy filing of child records
		- Distribute incoming electronic files to appropriate recipients
		- Manage hardcopy files
		- Box prior years and filing in storage unit at year’s end (3 years in office, 7 years total)
		- Understand filing systems and recommend changes as necessary
	+ Process new, incoming cases
* Assist Training and Recruiting
	+ Create Advocate badges and certificates
	+ Maintain library of reference books checked in and out
	+ Record and maintain training records and Advocate files
	+ Assist with processing of potential volunteers
	+ Escort potential volunteers to view court hearings when needed
	+ Assist with de-activation of ABC accounts
	+ Assist with International background checks
	+ Assist with updating DPS criminal records
* Provide *CASA Manager* Support
	+ Use CASA Manager (software system) for reporting and analytics
	+ Assist with input when necessary
* Provide Christmas List Support
	+ Compile list of personalized gifts for 4 children per supervisor
	+ Distribute to donors wishing to sponsor, and maintain log of distribution
	+ Maintain log of gifts received and insure that Fundraising Coordinator has information for entry into eTapestry
* Volunteer oversight
	+ Work with office volunteers to accomplish routine office tasks
	+ Works with program volunteers on event management and other program activities
* Assist Fundraising Coordinator as needed, including mass mail outs
* Assist Marketing & Communications Director as needed
* Assist with other projects as needed

**Other Requirements:**

* Physical Requirements: Lift, load, and take down special event materials; set up and break down meetings
* Be able to work outside normal business hours, evenings and weekends.

**Essential Skills and Requirements:**

* 3 years of experience in an increasingly responsible administrative position
* High school equivalent required. College degree preferred.
* High degree of organization skills
* Excellent written and verbal communication skills
* Ability to proofread effectively
* Strong PC skills and aptitude for learning software. Proficient at MS Office applications. Ability to use Photoshop preferred. Ability to use standard software to design attractive emails and basic brochures preferred.
* Ability to interact effectively with staff, volunteers, donors
* Ability to work flexible hours when needed for special events
* Must pass National criminal, National sex offender and Child Abuse and Neglect Central Registry background checks

**Core Organizational Behaviors**

Employee behaviors which model:

1. effective teamwork within the organization and positive collaborations with external organizations and individuals,
2. a supportive and positive attitude towards organizational changes,
3. demonstrated innovation,
4. demonstrated capacity to perform at or above the stated job requirements,
5. a level of professionalism and judgment in business situations appropriate to the position.

*CASA Child Advocates of Montgomery County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CASA Child Advocates of Montgomery County complies with applicable state and local laws governing nondiscrimination in. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*CASA Child Advocates of Montgomery County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CASA Child Advocates of Montgomery County’s employees to perform their job duties may result in discipline up to and including discharge.*