

CASA KANE COUNTY

OFFICE COORDINATOR JOB DESCRIPTION

General Description

The CASA Kane County Office Coordinator is responsible for supporting the entire CASA Kane County team in executing the Mission and Values of the organization. The Office Coordinator reports to the Executive Director. The primary responsibilities of the Office Manager include being the “front of the house” and acting as the initial point of contact for all persons visiting CASA Kane County.

The Office Coordinator is responsible for coordinating the day-to-day logistics of the office including office supply management, electronic filing, directing inquiries to the CASA Kane County office to the correct personnel, and managing all other projects and tasks as assigned from Executive Director and CASA/GAL Attorney. The individual must have the ability to multi-task, prioritize and balance the possible competing demands and keeping close communication with the entire team.

History – Purpose – Direction of the Organization

The CASA movement began in the 1970’s when a Superior Court Judge was uncomfortable that he was deciding the fates of abused and neglected children with very little information. This gave him the idea to have community volunteers visit with the children and prepare progress reports that would help him make more informed decisions. The concept was brought to Kane County in 1988 and we were incorporated.

CASA Kane County’s mission is to advocate for the best interests of abused and neglected children within the Kane County Juvenile Court system. For 30 years, CASA Kane County has been recruiting, training and supervising community volunteers who are appointed by the Juvenile Court Judge to be a child’s Court Appointed Special Advocate (CASA) and Guardian *ad Litem* (GAL) in the courtroom. The goal is to help them to be placed in a safe and permanent home in the quickest amount of time.

The organization is comprised of 19 staff, 20 Board of Directors, 37 Chairman’s Advisory Panel members and 200 + CASA/GAL volunteers. 600 + children are served annually.

Qualifications:

- Bachelor degree required.
- Minimum of 3 years' experience working in a professional office environment in an administrative and management function.
- Computer literacy and proficiency in Microsoft Office Suite (Word, Excel, and Outlook) as well as various Internet browsers, and database skills.
- Exceptional organizational skills.
- Strong communication (written and verbal), telephone etiquette and customer service skills.
- Considerable knowledge of office practices and procedures, correct English usage (grammar, spelling, punctuation), and basic arithmetic computations.
- Competency in the use and operation of standard office equipment (copiers/fax machines, postage meters).
- Attention to detail with documentation including strong formatting skills.
- Ability to develop, implement and maintain effective office systems and procedures.
- Ability to respond to changing situations in a flexible manner in order to meet current needs including reprioritizing work as necessary.
- Complete assignments within established time frames.
- Commitment to CASA Kane County's goals and mission.
- Bi-lingual preferred.

Responsibilities:

- Supports a high-performing culture in the organization, aligned with CASA's organizational values.
- Assists all staff, Executive Director, CASA volunteers and donors with administrative support as needed.
- Assists Staff Attorney with Optima case management system; motion composition; subpoenas, and legal document filing at the Circuit Court Clerk's office; meeting scheduling/coordination along with medical and treatment providers.
- Works with Executive Director to maintain all CASA organizational documents, handbook and policies updates as required.
- Works with Executive Director to monitor organizational procedures and implement new policies and office improvements to properly execute with approval from the board of directors.
- Works with Executive Administrator and insurance broker to manage all health insurance plans and short term disability benefits.
- Maintains regular entry and updates in Outlook for accurate information on volunteers, board of directors and committees, vendors and business contacts, manages Outlook Calendar for meetings, events and staff schedules.
- Answers office telephone, assists volunteers and other visitors.
- Manages office facilities and maintenance for the integrity of the organization.
- Maintains office equipment (copy machine, printers, shredder and postage meter).
- Coordinates all technology for the office as a liaison with TeqWorks for repairs, fixes and new equipment and maintains conference room computers and has knowledge of all setup for meetings and events.
- Manages office supplies and inventory with the approval from Executive Administrator.

- Manages document destruction requirements as needed for the organization.
- Manages distribution of daily incoming mail, packages, and faxes; manages outgoing mail and supplies (send certified mail, purchase stamps from the local post office, etc.).
- Assists with creation and revisions of organization documents, forms, and PowerPoint presentations as directed from the Executive Director.
- Assists with fundraising, marketing and awareness events with staff and other organizational activities, as needed.
- Assists with donor and volunteer stewardship functions as needed.

Physical Requirements and Work Environment

Office Manager is expected to have daily transportation to attend offsite meetings, educational programming and conferences, recruitment, retention and fundraising events, etc. Occasional out-of-town overnight travel. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours.

Financial Overview

Annual Budget for Organization: \$3,600,000. Organizations financial resources: foundation and corporate grants, special events, interest income, endowment income and earnings, annual contributions and major gifts.

Benefits

- Performance Review Policy
- Vacation and Holiday Pay
- Health Insurance Plan
- Retirement Plan (403b) 3% match by CASA

Employee Classification Full-time, 40 Hours/Week

Equal Employment Opportunity Policy Statement

CASA Kane County provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, CASA Kane County will provide reasonable accommodations for qualified individuals with disabilities.

Inquiries and Correspondence:

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Geneva, IL 60134
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Include:

- Resume
- Cover Letter
- 3 References
- Salary History