

CASA KANE COUNTY

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

General Description

The Administrative Assistant reports to the Deputy Director of Advocacy & Operations and is responsible for assisting in the preparation of administrative duties relating to CASA/GAL pre-service training, Advocate Education Plan (AEP), CASA University education and resource database, and CASA/GAL training and continuing education programming, preparation and coordination with the education and training team. The individual must have the ability to multi-task, prioritize and balance the possible competing demands and keep close communication with the entire team.

History – Mission – Direction of the Organization

In 1977, a Seattle Superior Court Judge named David Soukup was concerned about trying to make decisions on behalf of abused and neglected children without enough information. He conceived the idea of appointing community volunteers to speak up for the best interests of these children in court. He made a request for volunteers; 50 citizens responded, and that was the start of the CASA movement.

CASA Kane County began in 1988 and is 32 years in existence with 20 staff members, 25 Board of Directors, 40 Chairman Advisory Panel members and 200 plus active CASA/GAL volunteers. As a Guardian ad Litem organization, we are appointed to 100% of all abuse/neglect and probate cases in Kane County.

Mission Statement: CASA Kane County is Guardian ad Litem, nonprofit volunteer organization that advocates for the best interests of children in abuse, neglect and private guardianships cases within the Juvenile Court system.

Qualifications

- Bachelor's degree in a related field
- Strong computer skills in all Microsoft products including Outlook, Word, Excel and Publisher.
- Proficient writing ability.
- Strong time management and organizational skills.
- Experience working with Constant Contact, Mail Chimp and Survey Monkey or similar tools.
- Experience working with database management systems.
- Must be able to multi-task, work collaboratively in a team environment, and execute timelines.
- Must be flexible in schedule in order to carry out duties and responsibilities.
- Self-starter who is goal-orientated and brings a high level of energy to a dynamic team.
- Demonstrates professional ability to interact positively in many different settings with volunteers; attorneys; court personnel; media; staff members; board members; and members of our community.
- Commitment to CASA Kane County's goals and mission.

Duties & Responsibilities

- Provide support for the scheduling of speaking talent for the organization's live lectures and seminars.
- Assists all staff, Executive Director, CASA volunteers and donors with administrative support as needed.
- Works with the Executive Director to manage and maintain the shared N: drive.
- Assist in the facilitation of all live programming which includes (1) speaker; (2) venue; (3) material distribution; (4) catering; (5) registering attendees; (6) coordinating audio visual needs; and (7) performing all other tasks to ensure a smooth lecture or seminar.
- Assist with all administrative tasks before, during and after Pre-service training.
- Coordinates survey's to all attendees of live programming; collect data; report the data to administration in a monthly report. Prepare sign in sheet of all CASA/GALs in attendance for data and reporting purposes.
- Input CASA/GAL continuing education unit (CEU) hours in Optima database.
- Provide support in the preparation, management and marketing of continuing education programming to volunteer base, court personnel, legal colleagues and community partners in collaboration with the team.
- Assists with any bulk mailings, letter preparation and postage as needed.
- Assists with creation and revisions of organization documents, forms, and PowerPoint presentations as directed from the Executive Director and directors.
- Supports a high-performing culture in the organization, aligned with CASA's organizational mission, vision and values.
- Implement and improve upon administrative processes for more efficient workflow.
- Otherwise assist CASA Kane County team members as needed in order to meet the goals and mission of the organization.

Financial Overview

Annual Budget for Organization: \$3,400,000. Organizations financial resources: foundation and corporate grants, special events, interest income, endowment income and earnings, annual contributions and major gifts.

Benefits

- Performance Review Policy
- Four hours of pay for court observed holidays

Employee Classification

Part-time, 20-25 Hours/Week

Inquires & Correspondence

Maha McDiarmid
Deputy Director of Advocacy & Operations
CASA Kane County
100 S. Third Street Geneva, IL 60134
Phone: 630-444-3109
Email: Maham@casakanecounty.org

Includes:

- Resume
- Cover Letter
- References
- Salary History