



Sixth Judicial District CASA Program, Inc.

General Job Description and Position Responsibilities: Assistant to the Executive Director

Position reports to Executive Director

General Description:

The Executive Assistant is responsible to assist the Executive Director in basic office functions, coordinates recruitment and retention of pro-bono attorneys, assists in the assignment of cases to Advocate Supervisors and Volunteers, assists in special case supervision and helps coordinate volunteer and fundraising activities.

Position Responsibilities:

CASE MANAGEMENT

- Supervises and mentors CASA Advocates to ensure timely and thorough case management is provided.
- Assists and supervises the writing of volunteer court reports.
- Reviews court documents and advocate reports and directs proper handling.
- Accompanies advocates in court proceedings and other staffing tasks as needed.
- Helps assist the Executive Director in the coordination of the office and office schedule.
- Attends weekly staff meeting.

FUNDRAISING

- Leads/co-leads committees for the CASA fundraising events.
- Liaison to Executive Director on all fundraising efforts and events.
- Works with community partners for fundraising.
- Does research for new fundraising ideas.
- Schedules the date, time, location and all other details of the event.

ASSISTANT DUTIES

- Verifies all incoming cases for monthly report.
- Verifies all closing cases for monthly report.
- Record management for CASA files, i.e. verifies files are correct, destroys files after 7 years.
- Recruits and provides retention efforts for the volunteer attorneys.
- Arranges events for CASA program, i.e. appreciation dinners, lunches, and open house.
- Orders and maintains office supplies.
- Maintains office equipment. .

CASA OFFICE

- Responsible for general office functions.
- Responsible for cross training in the CASA office and fill in as needed.
- Make presentations if necessary for the promotion and success of the program.
- Assists with training needs as coordinated by the Executive Director.
- Other duties as assigned by the Executive Director.
- Strong attention to detail.

Qualifications:

Currently serving or recently served as a CASA Advocate strongly preferred.

Must be able to pass a criminal background check, NCIC background check and have no felony convictions.

Proven ability to communicate, supervise and empower Advocate Supervisors and Advocates to be effective in their roles.

Proven ability to work cooperatively with various personalities and levels of experience and expertise.

Proven skills in: customer service, public relations, organizational, Excel, Word and email.

Commitment to CASA's goals and mission.

Hours and benefits:

This position is full-time (40 hours per week).

The position is permanent.

Salary \$15-18/per hour

Office space and supplies are provided by the CASA office.

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Volunteer Advocate Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (Printed)

Date

Employee Signature

Executive Director Signature

Date