



CASA of Linn County

CASA of Linn County Inc.
2730 Pacific Blvd. SE, Albany, OR 97322
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OFFICE Administrator

Part-time Position

POSITION SUMMARY: The Office Administrator provides clerical and administrative support to the management staff and the organization (approximately 20 hours a week). The work is in a highly confidential environment. The primary responsibility will be performing all program office clerical duties. This includes, but is not limited to computer data entry, bookkeeping, database management, word processing, answering the phone, interacting with volunteers, website management, and overseeing other office organizational needs. The position is also responsible for a variety of general tasks necessary to the successful operation of the program, including community outreach, office maintenance, special events, and functions.

Essential Duties and Responsibilities

1. Provide clerical and administrative assistance to the CASA staff
 - Pick up and help process mail
 - Provide support with program events as needed
 - Organize, update, maintain program documents: Board information, Governance documents, NCASA Program Self Assessment, Policy manuals
 - Assist with production and distribution of newsletter
 - Oversee social media and website
 - Maintain petty cash
 - Prepare checks for deposit and make deposits
 - Help prepare and compile training materials and manuals
 - General bookkeeping (QuickBooks)
2. Answer phones and greet people who visit the office
3. Provide assistance with:
 - Comet data entry, data analysis and reports
 - Set up the training room for meetings, trainings, orientations, special events
 - Scan discovery from the court, DHS Child Welfare or other parties and prepare for CASAs to pick up, when directed by ED
 - Attend shelter hearings or other court hearings on behalf of a volunteer coordinator or volunteer
4. Facilities Supervision
 - a. Maintain office supply and equipment inventory
 - b. Manage copy machine contracts
 - c. Set up community room for events, trainings, board meetings, and community partner use.
 - d. Order food for trainings
 - e. Ensure training room and kitchen are clean, neat, and orderly.
5. General program support
 - a. Attend staff meetings and take meeting notes
 - b. Assist with CASA program and public awareness events as requested

6. Other duties as delegated by management staff

Education

College degree is preferred. Must have a high school diploma or equivalent and some college experience, or significant, applicable job experience, history, and skills.

Qualifications

As part of a small staff, the Office Administrator should be passionate about the issues of child abuse and neglect as well as committed to an organized, efficient, and professionally-run office. A confident working knowledge of computers and proficiency with Microsoft Word, Excel, and QuickBooks is essential. Demonstrated knowledge of Publisher, WordPress and social media skills are an advantage.

The Office Administrator must have excellent verbal and written communication skills with strong organizational and time-management practices. Previous knowledge of CASA, the local child welfare system and/or social service agencies is an advantage. The ability to work well with people from diverse backgrounds is essential. They must be able to periodically pass screening and security background check processes.

Compensation

Commensurate with experience; beginning hourly rate is \$15 an hour. Benefits include \$150 a month benefit wage stipend, PTO, and Paid Holidays.

CASA of Linn County is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, email a cover letter and resume to Josh.Groesz@linncasa.org.