



## **Big Country CASA**

### **Position: Administrative Assistant**

**Big Country CASA, Inc. is a 501(c)3 nonprofit organization whose primary function is to recruit, train and supervise community volunteers to serve as Guardians ad Litem for child victims of abuse/neglect in the court system. These volunteer advocates report directly to the court on what is in the best interest of children who have been removed from their home and are in the legal custody of the State. This position supports the administrative functions of this organization.**

**Classification:** Full-time/hourly

**Supervisor:** Executive Director

#### **Summary:**

This position works closely with the Executive Director, CASA staff and volunteers. Must have a cheerful, willing attitude and enjoy working in an area of service that may, at times, require work outside of scheduled hours. Must possess excellent computer skills, including Word, Excel, PowerPoint, Outlook and a willingness to learn other computer programs applicable to the position. Must be extremely organized, detail oriented and possess excellent writing skills.

#### **Education:**

A minimum of 2 years' experience with general office procedures. Associate's or Bachelor's Degree in a field related to Bookkeeping/Accounting is preferred. Experience in marketing and/or public relations a plus.

#### **Salary:**

\$27,000-\$29,000 (DOQ)

Vacation, sick leave and paid holidays, supplemental health insurance and cell phone stipend

#### **Duties and Responsibilities:**

1. Provides administrative support to the Executive Director as required.
2. Manage accounts payable and receivable.
3. Process Requests for Reimbursement (RFR's) on a monthly basis.
4. Assist in preparation of various monthly reports.
5. Manage data entry and reporting on Giftworks donor database system. Ensure donor information and contributions are accurately accounted for and up to date.
6. Maintain accurate income/expense reports for fundraising events.
7. Work with Executive Director to track monthly expenses according to budget.
8. Take primary responsibility for phone and mail services.
9. Pay approved bills; prepare and make bank deposits per Texas CASA Standards.
10. Prepare acknowledgement letters for all contributions received, within two business days of receipt.

11. Manage building and utility needs, including phone, internet and office machines.
12. Accurately track employees' vacation/ time off schedule to ensure that basic office functions are covered.
13. Manage common schedule and calendar.
14. Manage and prepare data, as requested for use in public presentations.
15. Assist in preparation and mailing of periodic newsletters and other direct mail pieces.
16. Manage website, social media, press releases, and assistance with media communications.
17. Participate in CASA events and volunteer training sessions throughout the year.
18. Assist the Executive Director with grant requests, as needed.
19. Special projects, as assigned by the Executive Director.
20. Other duties as assigned.

## **Qualifications**

1. Excellent organizational skills and an ability to work accurately with numbers and statistical data.
2. Computer literacy with MS Office and other computer programs.
3. Expertise in developing and maintaining various spreadsheets, along with other reporting mechanisms, to conduct analysis and provide reports.
4. Ability to maintain working relationships with volunteers and other case-related individuals and agencies including community professionals.
5. Ability to work both independently and as a member of a collaborative team.
6. Display personal and professional integrity at all times.
7. Must maintain confidentiality.
8. Must be 21 or older.
9. Must pass criminal background and reference checks.
10. Experience in marketing/public relations is a plus.

*Please submit a **cover letter, resume and three (3) references** (with complete contact information including email address, phone number and mailing address) to:*

**Angela Sharp, Executive Director**  
**Big Country CASA**  
**[angelasharp@bigcountrycasa.org](mailto:angelasharp@bigcountrycasa.org)**

*This position will remain open until filled.*

Big Country CASA provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.