



East Central Indiana CASA, Inc.

JOB DESCRIPTION **Office Assistant** **20-25 hours per week**

General Description:

This individual provides administrative support to the Executive Director, and to the volunteer and case management system.

Qualifications:

The individual should have the following skills and experience:

- Experience in office administration and/or secretarial work.
- Friendly and customer service oriented.
- The ability to communicate well both orally and written to individuals and groups.
- The ability to work cooperatively with different types of personalities.
- Ability to multi-task and work independently in a fast-paced environment.
- Basic knowledge of computers and all Microsoft Office Software **is necessary**.
- Familiarity with using email communication and the internet **is necessary**.
- ***Commitment to ECI CASA's goals and mission.***

Accountability:

The position reports directly to the Executive Director, who is responsible for delegating his/her duties, as well as his/her performance evaluations.

Responsibilities:

- Provide professional administrative support to the Executive Director.
- Provides administrative support to case and volunteer management Supervisors.
- Answer all incoming telephone calls in a professional manner, check voice mail messages, take all necessary messages, and forward calls and messages to the appropriate individuals.
- Greet and assist all visitors in a courteous manner.
- Responsible for purchasing for the agency. This includes office supplies, food and paper goods for training, bathroom and cleaning supplies, etc.
- Responsible for maintaining inventory.
- Coordinate the general office calendar.
- Responsible for checking general office Email account and responding or forwarding all necessary messages.
- Schedule appointments and meetings for the Agency or the Director upon request.

- Responsible for checking, sorting, processing and scanning all incoming mail and paperwork.
- Assist Development Director in keeping Constant Contact Email database up to date.
- Scan court documents, and upload into Optima and/or Quest systems.
- Assist with the preparation of court orders and other court documents when needed.
- Update volunteer and case information in Optima case tracking program.
- Maintain accurate files on various programming items.
- Assist bookkeeper on preparation, copying and filing of billing items.
- Assist Executive Director in the preparation of special projects. (i.e. prepare mailing labels, maintain RSVP lists, etc.)
- Assist with ordering and purchasing of food and other items for all training classes.
- Assist with set-up food and clean-up for volunteer in-service trainings.
- Prepare flyers when needed.
- Assist Executive Director with preparation of Board Meeting materials and take meeting minutes.
- Responsible for maintaining an inventory of CASA library materials.
- Responsible for ensuring the office and storage room is organized and orderly.
- During free time employee should tidy up areas and refill bathroom supplies.
- Run necessary office errands at the request of agency leadership. Mileage will be reimbursed.
- Assist Executive Director in coordinating staff meetings and other staff gatherings.
- On occasion, monitor virtual court hearings and take appropriate notes upon request if needed.
- Coordinate office birthdays.
- Complete work timesheets bi-weekly.
- Other duties as may be assigned by the Coordinator or Executive Director.

Employee Classification: Part – Time
 Salary: \$15.00 an hour

Resumes must be submitted to
eastcentralindianacasa@gmail.com.

ECI CASA is an equal opportunity employer.