



CASA for Children of Mercer and Burlington Counties Position Description

POSITION: Administrative Assistant
REPORTS TO: Executive Director

JOB FUNCTIONS:

Under the direction of the Executive Director, the Administrative Assistant provides administrative support to the Executive Director with a particular focus on office management and the heavy cycle of board and committee meetings. This position staffs the front desk of the main office in Ewing, routes incoming calls and visitors and also supports the work of the Communications and Special Events Director.

Primary Responsibilities:

Administrative Support to Executive Director

- Provides administrative support to the Executive Director and serve on behalf of the ED as liaison to the Board of Directors
- Closely monitors and prioritize all inbound information (calls, etc.) and tasks for the ED.
- Prepares timely reports, agendas and presentations for staff functions, and other meetings.
- Maintains records and files of current and past projects, operations and decisions. Maintains calendar, shared electronic files, and departmental files.
- Provides administrative support for a heavy cycle of organizational meetings. Makes meeting arrangements; books room, equipment, assembles and distributes materials, makes travel arrangements. On site at the meeting ensures that room is set up properly, ensures that media and IT is set up properly, is liaison with IT /media staff on site
- Assists with staff searches. Works with and manages confidential information, requiring the exercise of considerable discretion, judgment, tact and diplomacy.
- Tracks expenses and researches vendors for prices and efficiency as need arises.
- Assists with getting financial records in order for audit including records of all individual donations.

Office Management

- Receives all visitors, answers phones and directs phone calls and inquiries to the appropriate resource.
- Maintains office spaces in Ewing and Mt. Holly, arranging logistics for office set up in each location, set up for new employees, logistics of office moves, arranging paper shredding. Responsible for the Kitchen and Bathrooms in the Ewing Office.

- Order and maintain all office supplies, business cards, stationery, forms and meeting refreshment inventories.
- Maintains office equipment, telephones, printers, Fax, networked copiers, laptops, mobile devices
- Provides basic technical support such as mapping a network drive, troubleshooting problems, setting up Skype conferencing, file search, Work extensively with Microsoft Outlook calendar and task list, spreadsheet, database, presentation, and word processing software programs.

Fund Development Support

- Processes all donations and ensure timely gift acknowledgement.
- Enter all gifts, grants, event registrations, constituents and prospects in GiftWorks.
- Performs ongoing database maintenance to ensure integrity.
- Maintain hard copy records of gifts, maintaining gift and donor hardcopy files. Enters data into donor database. Generates all acknowledgement letters for donations. Generates reports on donor activities using Giftworks databases.)
- Assists with all bulk mailings
- Supports event planning and production as appropriate.
- Assists with creation of advertisements for hard print and online
- Supports electronic communications with volunteers, board members, donors and general public
- Maintains website
- Assist with list management. Assist with preparation of e-Blasts and online posts.

Volunteer On-Boarding

- Completion of background checks for 120 plus volunteers annually and enters data into volunteer database “Optima”.
- Generates reports on volunteer background checks using Optima volunteer database
- Ensures completeness of the organizations active and inactive volunteer files

Additional Responsibilities

- Other duties as may be assigned by the Executive Director.

QUALIFICATIONS

- Education: High School or equivalent, Bachelor's degree preferred.
- Must have the ability to work autonomously and with initiative; manage multiple priorities simultaneously; organize time efficiently; be adept at problem-solving; work under pressure; be detail oriented; and possess sound judgment and discretion when handling confidential information.
- Excellent interpersonal and communication skills (both written and verbal) are required.
- Proficiency in MS Office, experience with both a Mac and IBM operating systems
- Proficiency in website maintenance, internet, skype and social media a plus.
- The final candidate will be required to successfully pass a background check
- Presentation of professional demeanor and appearance in all formal and informal contacts with constituents.
- Be a team player and work effectively with a broad range of constituents of the organization.
- Commitment to CASA of Mercer County's goals and mission.

Send Resume and Cover Letter to Katherine Carmichael, Executive Director, CASA for Children of Mercer and Burlington Counties: kcarmichael@casamercer.org .