

## CASA of McLennan County

### Job Description

**Job Title:** Program Assistant

**Reports To:** Executive Director

**FLSA Status:** Part-Time, Non-Exempt

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#### **General Summary:**

The Program Assistant performs essential administrative, data management, program related, and other tasks as described below to further the mission of CASA.

**Hours:** This is a part time position requiring 20-25 hours per week.

**Compensation:** \$12 per hour

**Benefits:** This position receives accrued Paid Time Off of 6 hours per month and accrued Sick Time of 6 hours per month. This position is eligible for agency paid Holiday Time at hours pro-rated for this part time arrangement.

#### **Knowledge, Skills and Experience**

1. Education
  - Highschool Diploma or GED
2. Critical areas of qualifications include the following:
  - Administrative experience
  - Intermediate computer skills
  - Ability to work in a variety of computer programs, including database programs
  - Understanding of the local community
  - Should be friendly, flexible, organized, creative, professional, eager to assist
  - Must maintain confidentiality for all information or data encountered in course of work
3. Spanish/English fluency is considered an advantage
4. Applicant must pass program required background checks

#### **Essential Responsibilities and Duties**

1. Administrative
  - Serve as receptionist, answer and direct calls
  - Welcome, assist, and direct advocates or visitors
  - Scanning and filing tasks
  - Monitor stock of facility supplies and office supplies, re-order or purchase as needed
  - Receive and sort mail
  - Prepare donor thank you notes
  - Various financial tasks (Ex: data entry, printing checks, filing accounting records, bill pay)
  - Various facility related tasks, (Ex: Schedule repairs/service)
  - Deliveries, pick ups, run errands- mileage reimbursed for use of personal vehicle
  - Assist with preparation for board or committee meetings as needed
2. Data Management
  - Case/Volunteer database input, maintenance and reporting of information related to children, volunteers, and statistics to ensure complete case files and volunteer files

- Various monthly advocacy monitoring and checklist tasks via database reports
  - Assist Advocate Supervisors, Program Director, and Director of Advocacy with case documentation or case data input, as requested by staff and as approved by Executive Director
  - Donor database input, maintenance, and reporting of information related to donors and financial contributions
3. Program Related
- Maintain CASA Agency calendar and Shared Meeting Spaces calendar
  - Print and prepare various agency items as needed, such as training manuals or handouts
  - Assist with planning of agency events, including fundraisers
  - Assist with preparation for monthly training classes, including arranging dinners, setting up the room/Zoom, monitoring policy acknowledgements, communication with trainees, coordinate speakers, etc.
  - Manage logistics of CASA Christmas (donors matched with children's wish lists)
  - Prepare and mail cards for events such as children's and advocates' birthdays, advocates' case closures, etc, circulate to staff for signatures
4. Other
- Participates in regular and periodic supervision with the Executive Director
  - Maintains professional, organized environment
  - Attends and participates in continuing education opportunities, as recommended and approved by the Executive Director
  - Assists with program development and evaluation as needed by Executive Director
  - Other duties as assigned

### **Physical Requirements and Work Environment**

The Program Assistant will be expected to have daily transportation to the workplace and for work related tasks such as deliveries (mileage reimbursed). He/she will spend the majority of their time in the office, which could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person will spend several hours of each day seated. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. CASA of McLennan County's facility is fully compliant with current ADA standards.