



## Marin Court Appointed Special Advocates

**Position: Administrative Assistant reporting to Executive Director, Part-time, 20 hours/week**

**Position Purpose:** The Administrative Assistant provides support and assistance to the Marin CASA team, including the Executive Director and the (3) person program staff led by the Program Director. This position interacts with all employees, volunteers, and donors and must have great people skills. Primary office duties include: data entry, scanning and storing electronic files, creating correspondence, and all other general staff support. These duties could grow over time as training permits.

### **Primary Responsibilities:**

**Administrative Support:** With guidance from the Executive Director and Program Director, provide administrative support. This would include, but not be limited to items such as creating correspondence utilizing word templates, merging word and excel files, helping with mail projects, answering the telephone, and other general administrative support tasks.

**Data Entry:** Using our software, Optima, under the guidance of the Program Team, enter data for volunteers and court cases. This involves creating new cases and updating existing cases. This would require training on the Optima system.

**Scanning and Electronic Organizing:** Under guidance of Executive Director and Program Team, scan documents to Marin CASA's internal server and/or the Optima system.

**Tracking and Collecting:** Under the guidance of the Program Team, track documents required for each volunteer of Marin CASA and make sure each volunteer remains in compliance with legal requirements. This would include documents like background checks, DMV reports, and insurance documents. These documents are required for a volunteer to begin their assignment and some, like insurance, must be kept current.

**Mail:** As required, perform all tasks associated with incoming and outgoing mail, including maintenance on the mail machine.

**Office Supplies:** Maintain appropriate balance of office supplies and stationary in the office.

### **Skills Required:**

Intermediate general office experience and skills

Intermediate knowledge of Microsoft Office Suite, including Word, Excel and Outlook

Excellent verbal communication skills

Detail oriented, with strong organization skills

Must pass live scan and additional required background screens

**If you are interested, please forward your cover letter and resume to [hr-adm@marincasa.org](mailto:hr-adm@marincasa.org). No phone calls.**