



Administrative Assistant Job Description

Position: Administrative Assistant
Classification: Full-Time, Non-Exempt

Reports to: Executive Director
Salary: \$21.63/hour
(\$45,000 annually)

Our Purpose (what's our role?): To strengthen and expand a statewide network of Court Appointed Special Advocates (CASA) programs that empower volunteers who advocate for the best interests of abused and neglected children in Nevada.

Our Vision (when would our work at the state organization be done?): Every judicial district in Nevada has a sustainable program providing high-quality advocacy for all children in Nevada's child welfare system.

Our Mission (how do we achieve the above vision?): Nevada CASA Association champions the needs of abused and neglected children by supporting and expanding the capacity of local CASA programs across the state.

COMMITMENT TO EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Nevada CASA Association is an equal opportunity employer and has a ZERO TOLERANCE policy against discrimination with regard to race, color, national origin, religion, gender, age, disability, military service, sexual orientation, marital status, or any other basis prohibited by Federal or state law. Applicants will be considered for any position applied for without regard to race, color, national origin, religion, gender, age, disability, military service, sexual orientation, marital status, or any other basis prohibited by federal or state law. The organization ensures that all personnel and applicants are given equal opportunities in all aspects of employment including, but not limited to, hiring, training and development, transfer, promotion and compensation. Employment decisions at Nevada CASA will be based on merit, qualifications, and abilities.

The organization's board and management leadership are fully committed to this concept and all personnel are expected to actively participate in its implementation. Additionally, and in accordance with the Americans with Disabilities Act (ADA), Nevada CASA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the organization. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

POSTION OVERVIEW

This position will support the virtual work of Nevada CASA Association as it champions the needs of abused and neglected children in our state. The Administrative Assistant will provide complete and efficient office system management, as well as administrative support to the Executive Director, Board of Directors, and Program Director, ensuring professional representation of the organization. Areas of responsibility include, but are not limited to: daily business operation management, financial and donor record keeping

and reporting, management of employee records and benefits, special projects as assigned by the Executive Director.

Please note that this position is currently an American Rescue Plan Act (ARPA) funded position. The ARPA grant to the Nevada CASA Association is a two year grant from the State of Nevada. During these two years, funds will be secured to make the position a permanent one.

DUTIES AND RESPONSIBILITIES

Organizational Representation:

- Professional and appropriate appearance, meeting and greeting skills both in person and virtually. Clear, concise and thorough oral and written communication skills.

Administrative Support:

- Process correspondence for the Executive Director, Board of Directors and Program Director as requested. Prepare materials for Board of Directors and Committee meetings, record and distribute meeting minutes and notes. Coordinate meetings and assist in travel arrangements for staff as required. Post and monitor agency's social media outlets.

Record Keeping:

- Maintain donor and stakeholder information, review and pay all bills on a timely basis, properly code Quickbooks entries, process bi-weekly payroll documentation, and monitor bank account.

Financial Reporting:

- In coordination with the Board Treasurer, prepare monthly financial reports for Finance Committee and Board of Directors, maintain current budget and cash reports, conduct analysis of revenue and expense accounts as needed. Participate in annual financial audit.

Business Management:

- Establish, maintain, or supervise proper and effective office functions, procedures, reports, files, supplies, equipment, and communications for admin office. Maintain current records and complete necessary filings including annual but not limited to reports, tax-exemption documentation, licensing, unemployment filing, etc.

Human Resources:

- Maintain employee personnel manuals ensuring that all staff have proper clearances for employment and complete employment/payroll documentation. Notify all necessary entities of employee changes. Administrate all payroll and benefit procedures for local employees including orientation and education. Assist in the review of and securing employee benefit offerings

Special Event Coordination

- Assist Executive Director, Program Director, and Board Committees in the planning and execution of all events that promote Nevada CASA Association.

Miscellaneous

- *Other assigned duties and activities as assigned.*

REQUIREMENTS

- Must possess strong decision-making and time management skills; ability to manage varied and multiple tasks; interpersonal skills and ability to communicate with diverse populations. Must have

exceptional grammar, writing, spelling and proofreading skills. Must be highly organized and detail conscious. Proficient in typing, computer usage and proficient in Microsoft Office Suite, Quickbooks Online, social media outlets, and cloud file sharing programs such as Dropbox. Experience with Optima and Raiser's Edge, Salesforce, or like donor databases a plus.

- As needed, individual must be will and able to work varied hours and days (including early mornings, evenings and weekends). Must be able to lift and move promotional displays, items for special events and various meetings as requested.
- Ability to work independently and remotely as needed.
- 1 to 5 years of experience working in an office/business setting.
- At least a two-year degree in business management, secretarial services, or related area preferred. Experience may substitute for formal education.
- Ability to think creatively and make the most of limited resources.
- Knowledge and appreciation of the work of Court Appointed Special Advocates.
- Must be able to withstand prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15-20 pounds at times.
- Pre-employment finger printing and criminal background checks are required.
- To gain a better understanding and appreciation of the role of a CASA volunteer, must complete CASA pre-service volunteer training within the first six-months of employment.

APPLICATION DETAILS

Interested individuals should submit their resume and a cover letter outlining your qualifications and passion for CASA to Jane Saint, Nevada CASA Association, State Executive Director, jsaint@nvcasa.org, with the subject line of Admin Position. This posting will remain open until filled but interviews will begin March 6, 2023.