Reports to: Director of Operations  
FLSA Status: Non-Exempt  
Hours: Full Time  
Salary: $12-$15 hourly DOE

OUR MISSION  
Training, empowering, and inspiring volunteer advocates to improve the lives of abused and neglected children.

OUR VISION  
To provide a CASA Volunteer to every child in foster care who needs one.

OUR CORE VALUES  
Diligence, Service, Inclusivity, Tenacity, Collaboration, Courage, Innovation

OUR CULTURE  
*We are ONE team.* CASA creates a supportive, inclusive, and flexible environment where everyone feels trusted, valued, and respected.

*We are DRIVEN toward progress and growth.* CASA is visionary, courageous, and outcome focused. High value is placed on personal and professional development, and we embrace the process of change by learning from our mistakes and constantly evolving.

*Our VOICE is independent and impactful.* CASA provides critical and transformative resources, recommendations, and solutions. Empowering volunteers ensures children involved in the child welfare system have a dedicated, passionate, and powerful voice advocating for their best interest.

POSITION PURPOSE  
The Program Assistant position advances the mission of CASA for Douglas County by providing administrative support to staff and volunteers. This position will monitor multiple databases to ensure optimum record management, assist in daily operations, and support the fulfillment of the organization’s overall strategic plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

**Communications**
- Communicate with child welfare professionals as it relates to children being appointed a CASA Volunteer
- Collect historical and case related information in preparation for case matching
- Disseminate case related information to volunteers, staff and case professionals
- Answer and direct phone calls to appropriate parties
- Prepare agendas and take minutes for board meetings, staff meetings and other meetings as needed
- Maintain positive relationships with all staff and community stakeholders
- Assist the Director of Operations in vendor and service provider relations and communication

**Database Management**
- Support the overall functionality of case management database (OPTIMA)
- Continuously identify opportunities to improve operations and streamline work processes
- Provide and maintain logistical support of database for grants (NEON)
- Manage, update and maintain Excel sheets as needed.
- Create reservations and track the availability of room rental calendars (Outlook)
- Oversee SharePoint maintenance by uploading documents and minutes
- Scan and enter all accounts payable into QuickBooks online
Community Engagement
- Participate in planning and implementation of special events or projects
- Call upon community partners requesting donations for special events or projects
- Participate in set up and cleanup of events
- Assist in creation of new donor packets, thank you letters, and other mailings as needed

Administrative Support
- Set up tables for room rentals, monthly staff meetings and board meetings
- Troubleshoot electronic problems for room rentals as needed
- Order and pickup board lunch
- Monitor and create orders for office supplies
- Assist in scanning, emailing, faxing, delivery and printing duties
- Provide support to the Administrative team
- Arrange travel and trainings for all staff
- Participate in strategic planning

Professional & Personal Development
- Complete CASA training as directed by National CASA Association guidelines
- Participate in and complete personal and professional development opportunities

Other duties as assigned

QUALIFICATIONS & SKILLS
- Commitment to the mission, vision, values, and culture of CASA for Douglas County
- Associate degree preferred in business, human resources, communications, child welfare or related field, or equivalent combination of education and experience
- 2 or more years of professional experience preferred in administrative, business or related field
- Excellent oral and written communication skills
- Strong networking and relationship building skills and demonstrated commitment to collaboration
- Proficiency with Microsoft Office Suite and QuickBooks
- Ability to work independently
- Exceptional organizational, problem solving and personal time management skills

BENEFITS
- Flexible work schedule
- Health and dental insurance
- Supplemental insurance available
- Retirement plan
- Generous sick, vacation, and holiday leave packages
- Parental leave & infant-to-work policy
- Inclement weather policy
- Mileage reimbursement
- Professional development opportunities

COMMITMENT TO INCLUSION & NON-DISCRIMINATION
CASA for Douglas County honors the dignity and value of all people, experiences, and perspectives. CASA for Douglas County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, age, sex, gender, pregnancy, national origin or ancestry, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, political affiliation, disability, or any other characteristic protected by law.

HOW TO APPLY
Please email your cover letter and resume to Brandy Siddiqui, Director of Operations, bsiddiqui@casaomaha.org, by Wednesday, July 15, 2020.

Revised June 17, 2020