



POSITION DESCRIPTION

Office Coordinator

Reports to: Director of Operations

FLSA Status: Exempt

Hours: Full Time

Salary: \$35,568 annually

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 Office Coordinator advances the mission of CASA for Douglas County by providing support to administrative staff. 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

Executive Support

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

Communications

- Select and monitor vendor and service provider contracts, maintain relations and communicate regularly
- Communicate and address office issues in a timely and professional manner
- Maintain positive relationships with all staff and community stakeholders
- Prepare agendas and take minutes for board meetings, staff meetings and other meetings as needed
- Answer and direct phone calls to appropriate parties

Database Management

- Maintain accounts payable/receivable for organization
- Monitor agency budget
- Present cost savings to management group
- 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.
- Oversee SharePoint maintenance by uploading documents and minutes
- Create reservations and track the availability of room rental calendars (Outlook)

Community Engagement

- Participate in planning and implementation of special events or projects (fiscal and tactical)
- Solicit community partners requesting donations for special events or projects
- Assist in creation of new donor packets, thank you letters, and other mailings as needed
- Fundraising Committee member

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 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
- Required to exercise discretion and independent judgement in matters of significance relating to the management and business operations.
- 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
- Employee Assistance Program
- Professional development opportunities

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

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 January 31, 2021.