CASA OF YELLOWSTONE COUNTY
ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

SUMMARY:
The Administrative Assistant provides technical and operational program support to the Development Director and Executive Director. This role assists the Development Director with fundraising activities, donor cultivation, data management, financial management and events. Additionally, the Administrative Assistant provides general office support and is responsible for basic office operations including answering phones and directing calls, ordering office supplies and ensuring the office runs smoothly.

REPORTS TO: Development Director.

SALARY RANGE: Full-time position, non-exempt, hourly + benefits.

QUALIFICATIONS:
- High School Diploma or equivalent
- A minimum of 2 years of administrative or office experience
- Strong knowledge of Microsoft Word and Excel, Outlook.
- Experience in social media marketing preferred
- Demonstrate strong skills in project management, computers and database management, time management, organization, prioritizing, writing, creativity, collaboration, attention to detail and accuracy. Able to transition into new projects and jobs with ease.
- A passion for working with volunteers and an understanding of child abuse and neglect and families in crisis.
- Able to maintain strict confidentiality.
- Background check will be conducted.

DUTIES MAY INCLUDE:
(Some duties will be performed as a team working cooperatively with other staff.)

Development Support:
1. Field calls regarding fundraising or related activities and forwarding to Development Director as needed.
2. Manages donor database
3. Assists in grant proposals in support of ongoing operations and in support of identified needs for organizational growth.
4. Assists in donor newsletters, appeals and other communications
5. Coordinates donor meetings, office visits and solicitation calls with Development Director as appropriate.
6. Participates in ongoing relevant professional development opportunities.
7. Assists in coordinating meetings of the development work group.
8. Assists in planning and preparing Advocate Alumni Association events and related activities.

**Recruitment Support:**
1. Assist Development Director in recruitment events, includes but is not limited to; volunteer fairs, health fairs, conventions, conferences and venues determined to be appropriate for program advertisement and volunteer recruitment.
2. Managing social media accounts; updating relevant content and creating recruitment events. Assists in website updating and maintenance.
3. Responsible for inputting new volunteer recruitment information into Optima.
4. Responsible for participating in (as needed), scheduling and coordinating team interviews of new volunteer prospects.

**Office and Administrative Support:**
1. Provide administrative support to the Development Director as needed.
2. Assist Executive Director with accounts payable, bimonthly
3. Responsible for the initial receiving and entering all incoming monies into the donor database and generating thank you letters.
4. Provide office coverage including answering incoming calls
5. Oversees, manages and/or delegates general office operations (office supply ordering, communications with paper shredding, water delivery, etc.).
6. Other duties as assigned.

In order to apply for this position, please send your cover letter, resume, and application to employment@yellowstonecasa.org for consideration. Incomplete application packages will not be considered.

CASA provides equal employment opportunities to all applicants and employees based on qualifications and abilities without regard race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, sexual orientation, gender identity, gender expression, and any other protected characteristic as established by federal, state, or local law. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.