



CASA of DuPage County advocates for abused, neglected and vulnerable children in the DuPage County Court System. CASA is seeking an experienced administrative professional to join our devoted team.

Part-Time Administrative Assistant

Job Description

This role is responsible for performing administrative duties requiring confidentiality, independent judgment, and knowledge of business practices. Supporting multiple individuals, the administrative assistant is responsible for managing and prioritizing various tasks including accounts payable, scanning and filing, check handling and deposits, data entry and direct communication with volunteers, donors, board and community members. Project management and executive support are important to this role. As a member of the CASA of DuPage County team, this position provides input in identifying, developing and implementing improvements and growth for the organization. . This position reports directly to the Executive Director.

Qualifications

The Administrative Assistant position requires a combination of education and experience of office organization, administrative procedures, and general business practices. A key qualification is the ability to anticipate needs and take independent initiative to provide assistance. A minimum of two years of administrative support experience, computer literacy in MS Office Suite, strong computer and interpersonal skills allowing for interaction with the public, volunteers, donors, board members, staff and court personnel.

Responsibilities

- Scanning and filing of confidential documents for court cases
- Distribution of reports to court personnel and child welfare professionals
- Assist with administrative support of advocate training
- Data entry of donations into donor management system
- Prepares donor correspondence and gift acknowledgement
- Assist with check handling and deposits
- Event support through outreach and follow-up
- Manage inventory and order office supplies
- Accounts payable including organizing payments and vendor information
- Overall administrative assistance
- Maintain office files for all facets of organization
- Schedule and prepare for executive meetings
- Represents CASA of DuPage County with volunteers, donors, board and community members
- Assist with volunteer recognition activities
- Performing other duties as assigned