

**Jackson County CASA (Court Appointed Special Advocates) is excited to announce the addition of a full-time Program Administrative Coordinator to our high performing team. This new position will support our Program Staff and Volunteers to ensure that all children served by CASA receive excellent representation and individualized advocacy. We are seeking a dynamic and detailed-oriented individual to join our growing team and help advance CASA's mission.**

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Reporting to the Director of Administration, the **Program Administrative Coordinator** will provide professional and administrative support for the organization's Legal Services, Case Supervision, and Volunteer Programs. The Administrative Coordinator will give great attention to detail in maintaining files and managing calendars and other information of a highly confidential nature in a fast-paced environment.

**SUPERVISION RECEIVED:**

Director of Administration

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process, manage, and maintain all case-related mail and e-mail, as well as other legal pleadings and documents.
- Maintain and manage internal docket and other calendars as assigned.
- Manage, maintain, and report on case information in the OPTIMA database.
- Create, prepare, and maintain internal legal files, both hard-copy and electronic.
- Prepare, file, and/or serve, under the direction and supervision of the Director of Legal Services and/or Staff Attorneys, legal documents such as motions, subpoenas, affidavits, records requests, or other pleadings.
- Provide program support, such as data entry, opening and closing case files, creating introduction and disengagement packets for clients, and more.
- Provide team, staff, and leadership support for meetings, trainings, etc.
- Act as liaison between program departments to provide professional assistance.

**OTHER DUTIES:**

Performs miscellaneous job-related duties as assigned.

**QUALIFICATIONS AND ENTRANCE REQUIREMENTS:**

- High School Diploma and 2+ years of administrative work experience required
  - Associates Degree or higher preferred
  - Experience in the legal or human services field required; juvenile and family court experience preferred
  - Strong critical thinking and problem-solving skills required
  - Excellent written and interpersonal communications skills required
  - Strong attention to detail and organizational skills required
  - Experience with responsibility for an area essential to organizational or program performance, and ability to exercise good judgment and make independent decisions in accordance with program policies and objectives
  - Demonstrated ability to prioritize, manage time effectively, and complete several projects/tasks simultaneously
  - Comfortability with database entry and management
  - Excellent customer service skills and ability to establish and maintain effective working relationship with internal and external stakeholders
  - Ability to work with minimum supervision and follow oral and written instructions
  - Ability to handle sensitive and confidential matters
  - Proven ability to work independently and as a team player
  - Proven commitment to CASA's mission; previous experience with the organization preferred
  - Successful completion of criminal background check and child abuse and neglect background check
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This position is non-exempt. Hourly pay rate is \$17.00 - \$20.00 depending on experience. Benefits include health, dental, vision, life and long term disability insurance; generous paid time off; a Simple IRA plan with match; a fast-paced and positive working environment; and more. Jackson County CASA pays 100% of employee premium for health, dental and vision insurance.

### **OUR COMMITMENT**

Jackson County CASA offers a professional and fast-paced working environment, with a fun and friendly culture. We value connection, respect, collaboration, integrity, and responsibility. We are an equal opportunity, affirmative action employer with recruitment efforts focused on ensuring a diverse workforce. We believe that diversity and inclusion among our team is critical to our success in serving Jackson County children and families.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical Demands: Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Mental Demands: While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents in the English language; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with staff, administration, funders, and others encountered in the course of work. Must be able to manage differing opinions and the dissension that can accompany those opinions. May be exposed to disturbing, explicit, and/or violent images and information related to child abuse and neglect. Practices self-care.

### **APPLICATION INSTRUCTIONS:**

Submit a cover letter and resume to [hr@jacksoncountycasa-mo.org](mailto:hr@jacksoncountycasa-mo.org). No phone calls please.

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