



Position Title: Community Outreach Administrative Assistant

Supervisor: Community Outreach Manager

Salary: \$15-\$18/hr.

Position: Full-time 40 hours/week plus benefits

Community Outreach Administrative Assistant

Looking for a rewarding opportunity? C.A.S.A. of San Bernardino County is on a mission to improve the quality of life for foster youth, juvenile care youth, and foster care alumni through stable and consistent mentoring, advocacy, and supportive services. We are currently seeking a confident, highly organized, detail-oriented, adept in technology, resourceful, and energetic individual with great verbal and written communication skills to join our team.

Position Description: The Community Outreach Administrative Assistant is a member of the Community Outreach Team and is responsible for ensuring that CASA has a continuous pool of qualified community volunteers participating and completing the recruitment, screening, and training process to become Court Appointed Special Advocates for youth in foster care.

Duties and Responsibilities:

- Manage and correspond with all new volunteer inquiries
 - Input all new volunteer inquiries into CASA Optima Tracking system
 - Send out new volunteer trainee packets
 - Follow up with interested parties
 - Prepare and complete all new volunteer trainee files
 - Conduct new volunteer trainee screenings which include: pre-training interviews, virtually and in-person; sending out and tracking incoming references and background checks; run all trainee names through the National Child Abuse Registry and Megan's Law Database; obtaining copies of driver's licenses, car insurance, DMV records; complete tracking forms; and collect all other required documentation; if concerns arise, investigate and provide details to the Community Outreach Manager for review and consideration
 - Coordinate new volunteer swear-in ceremony
 - Review all new volunteer trainee files for completeness and hand them off to Program Manager
- Input all inquiries into the Friends of CASA mailing list on Constant Contact
- Participate in appropriate community events and meetings to raise awareness of CASA program and volunteer opportunities
- Schedule CASA representatives to attend resource fairs, Farmer's Markets, and conferences

- Schedule CASA representative to conduct community presentations on CASA's mission and to recruit new volunteers
- Participate in CASA annual events
- Collaborate with the Program Manager and Advocate Supervisor to transition new volunteer from trainee status to appointed advocate status
- Other duties as requested by the Community Outreach Manager or Executive Director

Qualifications/Requirements:

- Excellent written and oral communication skills
- Experience interviewing candidates for volunteer and or employment opportunities
- Good judge of character
- Ability to understand and maintain confidentiality
- Ability to work independently under general supervision
- Ability to make administrative, procedural and appropriate decisions using CASA guidelines
- Ability to establish and maintain working relationships with diverse groups, staff, volunteers, board of directors and community partners
- Ability to have a flexible working schedule that will include some nights, evenings, and weekends
- Ability to gather and report data, compile information, and prepare monthly reports as necessary
- Ability to remain objective, flexible, and calm while discussing or responding to crisis situations in a respectable manner
- Knowledge of Microsoft Office and extensive internet researching skills
- Ability to attend and complete CASA training
- Ability to pass a Criminal Justice fingerprint clearance, Social Security number Check, National and local Megan's Law Database check
- Valid California driver's license and insurance
- Travel (primarily within San Bernardino County) and to the main office on a monthly basis

Please email resumes to Maggie Harris, Community Outreach Manager:
maggieh@casafsb.org

This job description is not intended to be all inclusive. CASA reserves the right to revise and/or change job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.

CASA of San Bernardino County is an Equal Opportunity Employer.