



Position Announcement

CASA of Clackamas County - Program Support Assistant

Salary: \$15 - \$17/hour DOE, full benefits

Specifics: Full-time, hourly, non-exempt; 37.5 hours/week

Reports to: Program Director

Location: Oregon City

Who We Are

At CASA of Clackamas County our mission is to train and support community volunteers to provide a voice in court and advocate for the best interests of abused and neglected children in the foster care system who need safe and permanent homes.

You will be joining a team of dedicated staff and trained volunteers making a difference in the lives of children and youth who are under the protection of the dependency court. We want kids to get to permanency as quickly as possible. That may look different for each child. Our volunteer CASAs – Court Appointed Special Advocates - work diligently to make that happen as quickly as possible.

What You'll Find Here

In addition to a team of passionate and committed people working to make the world a better place for kids in foster care, you will find we like to laugh and have fun. We support each other, have a flexible work environment (our workday is from 9:00am – 4:30 pm), and a beautiful office space on the Promenade in Oregon City. We are walking distance to the courthouse and all the wonderful Oregon City Main Street restaurants and shops.

Position Summary

The Program Support Assistant is an integral member of CASA of Clackamas County's team. They will provide daily assistance and support to CASA staff and volunteers by processing case-related paperwork, answering and/or directing program-related inquiries, ensuring the integrity of data entered into the CASAManager database, calendaring meetings and events, and providing other administrative support as required.

On any given day you may work on a variety of projects in response to quickly changing needs and priorities. Flexibility, a good sense of humor, and the ability to re-prioritize quickly are the keys to being successful in this position.

This position interacts with both internal and external stakeholders, including but not limited to: board members, volunteers, donors, community partners, and staff. This position provides primary support for operational and administrative tasks of the CASA program.

Qualifications and Requirements

- Passion for, and commitment to, CASA's mission and vision
- Strong multitasking abilities and flexibility essential
- Proactive ability to organize, problem solve, and prioritize quickly
- Ability to work independently with little supervision, self-directed, and takes initiative
- Team oriented; able to work with diverse groups, good sense of humor
- Demonstrated computer skills including proficiency with database management, Microsoft Office Suite, Adobe Acrobat, and Google Suite.
- Good interpersonal and communication skills; ability to interact with internal and external stakeholders as an enthusiastic ambassador for CASA
- Understanding the need for, and absolute commitment to, maintaining a high level of confidentiality
- Must complete CASA training within six months of hire, or have attended training within the last three years

Preferences

- Prior or current experience as a CASA volunteer or staff member, working knowledge of CASA, juvenile court systems, and child welfare
- Bachelor's degree in juvenile justice, social services, or child welfare-related field or equivalent combination of education and/or lived experience
- Demonstrated experience working in or advocating for communities of color

Salary and Benefits

Non-exempt, hourly, full-time, 37.5 hours per week with occasional evening and weekend work required. Salary commensurate with experience ranging from \$15- \$17/hour, and a generous benefit package including health, dental, flexible spending, a 401K plan, and fifteen days of personal time off (PTO).

Conditions of Employment

Candidates must pass criminal and DHS background checks

To Apply

Applications must be received by Friday, June 14, 2019

Email to: sfromm@casa-cc.org (**no phone calls please**) with the subject line:

Program Support Assistant

Submissions should include: 1) a cover letter indicating your interest in working for CASA and your applicable qualifications; 2) a resume; and 3) a list of three professional references with email and phone

CASA of Clackamas County is proud to be an equal opportunity employer. We are committed to an environment that welcomes and supports diversity. We seek diversity of identity, perspective, and background in our staff, board and volunteers.

Full job description is available on the CASA of Clackamas County website

www.casa-cc.org