**Office Administrator Job Description**

The Office Administrator is the heartbeat of the office. This position is responsible for the flow of information and communication to all employees and advocates as well as running the CASA offices and support systems. The ideal candidate will be self-motivated, highly organized with attention to detail, have excellent time management, and a desire to solve problems.

The ideal candidate will have:

* Strong interpersonal and communication skills
* Experience and knowledge with Microsoft Office suite, Adobe Acrobat, Gmail, and database systems
* Legal or child welfare knowledge preferred
* A commitment to CASA's goals and mission
* A desire to encourage and motivate volunteers
* Knowledge of and sensitivity to family systems and child victimization
* Ability to work independently on projects and as a team player
* Ability to travel between Crook, Deschutes, and Jefferson counties

Specific duties include, but are not limited to, the following:

* Write and distribute email, correspondence memos, letters, faxes, and forms from main email inbox to and from volunteers and staff
* Calendar all court dates for volunteers and staff
* Work within Oregon ECourt Case Information to ensure volunteers and staff have accurate case information
* File all incoming case documents
* Supports volunteers as needed with technology, communication, background checks, events and with special projects for entire advocate team
* Serve as in-house administrator and supervisor of Optima database
* Ensures that office system, including IT and phone system, are running smoothly and coordinate with consultants and contractors to resolve issues
* Coordinates with all staff to ensure that office operations run smoothly, and that the office is a welcoming environment for staff and volunteers
* Works closely with Executive Director and other leadership with specific projects – including fundraising events, grant reporting, board support, and other duties as assigned