**Office Administrator**

Do you want to make a positive difference for local children in foster care? If so, come join a team of dedicated professionals who want to make sure that every child in Central Oregon has a safe place to call home.

At CASA of Central Oregon, we recruit, train and support volunteer Court Appointed Special Advocates (CASA volunteers) who represent the best interests of children in foster care in all court proceedings and throughout the larger communities in Deschutes, Crook, and Jefferson counties.

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, and files 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 systems, 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

The position is full-time (40 hours a week). Hourly wage: $22.00 – 23.00/hr. Benefits include health insurance, 401k, PTO, flexible schedules, and a positive working environment that focuses on a balanced work-life structure.

Applications accepted until position is filled. This position is based in Bend.
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**Please submit a cover letter, resume, and at least three references to apply for this position.
www.casaofcentraloregon.org**