

**Program Assistant, Court Appointed Special Advocates (CASA) of Brown County
Full-Time**

Job Summary

The Program Assistant provides a variety of administrative duties to support the CASA child advocacy program. This position reports to the Youth Director.

Qualifications

Associate degree or equivalent experience.

Computer proficiency, including the Microsoft suite, and other programs necessary for completion of job duties.

Excellent communications skills, both oral and written.

Ability to relate positively and professionally with CASA volunteers and all persons involved in CASA of Brown County.

Ability to maintain confidentiality and be accurate, organized and detail oriented.

Ability to work independently and demonstrate a high level of initiative and consistent and timely follow through.

Willingness to work flexible hours, including occasional evenings and weekends.

Passion for the mission of CASA.

Duties and Responsibilities

Enter data and maintain records.

Prepare training and other program related materials and content.

Assist with correspondence, meeting invitations and reminders.

Assist with recruitment and training sessions.

Assist with event preparation.

Participate in youth meetings and events.

Completes other duties as assigned.

CASA of Brown County follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, marital status or any other consideration made unlawful by federal, state or local law, ordinance or regulation.