

Administrative Assistant

Overview:

The Kentucky CASA Network, Inc. (KCN) seeks a dynamic individual for the full-time position of Administrative Assistant. The ideal candidate for this position should be a master multi-tasker with excellent communication skills and attention to detail. This position will provide support to three staff members in the Louisville office as well as to six remote staff. This position is based in our office in Louisville, KY and reports directly to the Administration and Operations Officer.

About the Kentucky CASA Network:

The KCN is a 501(c)(3) nonprofit organization, governed by a board of directors, that provides ongoing development, training, technical assistance, and resources to local CASA programs across Kentucky. The KCN is the recognized state association in the Kentucky Revised Statutes (KRS) 620.530 and the National CASA/GAL Association for Children.

The KCN has a mission to strengthen and support local CASA programs to build capacity to serve abused and neglected children involved in the court system through no fault of their own. The association advocates for the needs and interests of CASA programs and volunteers with industry stakeholders, state and federal officials, and child welfare decision-makers to advance the CASA mission statewide. The KCN currently supports 18 local CASA programs that served nearly 3,500 children throughout the Commonwealth in 2023.

Job Duties:

- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Answer and direct phone calls
- Maintain contact lists
- Organize and schedule meetings and appointments
- Assist in the preparation of reports
- Provide support for trainings and conferences, including registration, general logistics, and compiling evaluations
- Book travel arrangements and reserve hotel room blocks for KCN staff and local programs
- Maintain computer and manual filing systems
- Assist KCN staff with data collection and data entry
- Assist KCN staff with statewide CASA conference and volunteer recruitment summit planning and logistics
- Effectively communicate with KCN staff, local programs, and external parties via phone, email, MS Teams, and face-to-face interactions
- Other duties as assigned

Minimum qualifications:

- Proven administrative or assistant experience

- Proficient in MS Office (including Word, Excel, PowerPoint, and SharePoint)
- Proficient in GSuite products (including Gmail, Drive, Docs, Sheets, and Forms)
- Familiar with Zoom Meetings
- Comfortable with learning new technologies and processes
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Experience handling confidential information with discretion
- Strong interpersonal and communication skills

Preferred qualifications:

- Bachelor's degree in business management or related field
- Familiarity with the Court Appointed Special Advocate program and the child welfare system
- Experience in event management
- Experience with the Salesforce CRM platform

Compensation and Benefits:

This is a 37.5-hour per week position with an annual salary of \$43,000 - \$45,000, contingent upon relevant education and experience. Benefits include a generous PTO policy inclusive of sick, vacation, and personal leave; short-term disability inclusive of maternity, paternity, and adoption leave; employer-sponsored health insurance; a Health Reimbursement Arrangement (HRA) ; childcare reimbursement; a retirement plan with employer match; a family-friendly, flexible work environment; and the opportunity to work with a team of professionals who share a passion for helping the Commonwealth's children be able to live in a safe and permanent home.

To Apply:

Please submit a resume and cover letter to the attention of the Manager of Administrative Operations at careers@kentuckycasanetwork.org no later than January 6, 2025.

Kentucky CASA Network, Inc. provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.