



*Do you want to join a passionate team dedicated to improving outcomes of foster children?*

**CASA First – Court Appointed Special Advocates, First Judicial District is looking for a professional and motivated team player Executive Assistant to join a nonprofit providing court appointed volunteer advocacy for foster children from Santa Fe, Rio Arriba and Los Alamos Counties.**

**The CASA First Executive Assistant is a PT office position, to support key daily operations and will work closely with the Executive Director in a variety of tasks. This position is approximately 20-25 hours a week and will consist of a variety of duties depending on current projects and needs:**

**Administrative Duties to include:**

- Help with donor management and communications
- Assist with data retrieval, outcomes measurement and grant reports
- Help prepare quarterly and annual reports
- Help produce newsletter
- Participate in marketing activities
- Help keep office physically organized and maintain case file storage systems
- Help create systems for improved organization
- Perform outreach and assist with special events
- Assist Executive Director with grant writing and reporting
- Help with annual financial reporting and audit
- Support Executive Director as needed including policies, bookkeeping, staff and Board support
- Perform other relevant office and administrative duties as needed to ensure smooth daily operations of CASA First

**Requirements**

Highly organized, independent worker who thrives in a dynamic team oriented environment, that works closely and respectfully with each other. Must be flexible, professional, highly ethical and goal oriented. Strong computer, data management systems and office suites capacity required with knowledge of Windows Word, Excel, and graphics. Must pass background check. CASA First is an equal employment employer. Candidates of diverse backgrounds, and those with foster care experience are especially encouraged to apply.

**Compensation**

Hourly rate, with generous, vacation, holiday and sick pay and retirement benefits. Multiple training opportunities and potential for growth.

Please send letter of inquiry and resume to [annie@casafirst.org](mailto:annie@casafirst.org).  
CASA First Court Appointed Special Advocates, First Judicial District  
[www.casafirst.org](http://www.casafirst.org)

