

**Program Assistant
CASA First Judicial**

CASA First, Court Appointed Special Advocates, First Judicial District, is looking for a professional, compassionate, positive part-time program assistant to support program coordinators. This is an opportunity to use creative designs to enhance current and future efforts. Applicants must be highly organized and committed to accuracy with data management skills.

Program Assistant duties to include:

- Maintain and update volunteer and legal case records
- Assist and develop training materials as we continue with video and virtual advocacy and training
- Organize, analyze and maintain database material to generate quarterly and annual reports
- Assist staff with daily operations, current and future projects
- Deliver and receive court documents from District Court
- Attend trainings for potential growth

Successful candidates will work both independently and as a member of a team, have strong ethical principles, hold in respect confidentiality and possess strong technical/computer/Google Suite/graphic skills. Background checks are required.

We are a non-profit proving court appointed volunteer advocacy for foster children in Santa Fe, Rio Arriba and Los Alamos. This is a great opportunity to gain non-profit and child welfare experience in a supportive environment. CASA First is an equal employment employer. We welcome candidates of diverse backgrounds, and those with lived foster care experience are especially encouraged to apply.

Please send letter of inquiry and resume to michele@casafirst.org.