

**Position: Program Assistant**  
**Location: CASA of Antelope Valley**  
**Hours: Full-time, hours 8AM-5PM**  
**Salary: \$28,000-\$35,000**

### **Organization Overview**

CASA of Los Angeles supports volunteers who help abused and neglected foster children in court and the community. A CASA, or Court Appointed Special Advocate, is a trained and supervised volunteer, appointed by a judge to advocate for a foster child. CASA of Los Angeles actively recruits, train and screens these volunteers.

### **Overview of Program Assistant Position**

CASA's Antelope Valley office is seeking a highly motivated and organized individual to provide general operational and administrative support services to CASA volunteers, Coordinators, and Program Supervisors. The Program Assistant will share the passion for CASA's mission and will demonstrate a positive attitude at all times.

### **Duties and Responsibilities**

- Exceptional oral and written communication skills to include face to face, telephone and email contact.
- Highly proficient in Word and Excel with a minimum typing speed of 40 wpm.
- Maintain records through hard files and data inputting.
- Assist with coordination, preparation and facilitation of volunteer trainings.
- Attend staff meetings and trainings, conferences and seminars to enhance professional growth and development.
- Prepare, copy, deliver and retrieve documents and files to court rooms.
- Participate in off-site outreach activities to minority and under-served communities in the greater L.A area.
- Travel required on an as-needed basis, including occasional evening and weekend work.

### **Candidate Qualifications**

#### **Preferred**

- Bachelor's degree or college credits
- Fluency in second language other than English
- Experience in the field of child welfare, juvenile law, non-profit or volunteer program management.
- Ability to work in multi-cultural environment.
- Event planning and implementation experience preferred.
- Proficient in PowerPoint.
- Excellent organizational skills and ability to multi-task.
- Ability to work and make decisions independently and to be highly resourceful.

If you would like to apply for a position please email a cover letter and resume to [careers@casala.org](mailto:careers@casala.org)

**CASA of Los Angeles is an Equal Opportunity Employer and is committed to fostering diversity within its staff.**