



May 27, 2020

JOB OPENING – CASA of the Eastern Panhandle, Inc. Administrative and Fundraising Assistant

Status: Part time (25 hours per week), non-exempt

Reports to: Executive Director

Location: Martinsburg, WV

Court Appointed Special Advocates (CASA) of the Eastern Panhandle seeks a skilled self-starter to provide office management, perform general administrative duties, and support the organization's fundraising activities. The ideal candidate has strong data management and writing skills, possess a professional demeanor and is able to work independently.

As Administrative and Fundraising Assistant you will...

- Interact in person and over the phone with both internal and external stakeholders including, volunteers, board members, funders, and community stakeholders to coordinate a variety of meetings, conference calls, etc.
- Maintain office operations, supply, and equipment
- Work closely with the Executive Director to support fundraising activities including grant research and writing, donor acknowledgments, and reporting
- Manage office correspondence
- Work effectively with all staff levels to coordinate, communicate, and update team members on organizational priorities
- Manage, track, and organize expenses for payment and grant reimbursements
- Maintain organization's donor data base
- Set up/maintain operational filing systems and guides
- Perform other duties, as assigned

About you...

- You have experience in administrative support and communicating with a wide variety of audiences
- You're a pro at multitasking, working under tight deadlines, and enjoy teamwork
- You have previous experience working with a nonprofit (volunteer work counts!), fundraising or grant writing experience is a bonus
- You have experience working with and strong knowledge of Google Suite (Gmail, Google Calendar, Google Drive, Google Docs, Google Sheets), Zoom, and other communication tools and data information systems.
- A BA or equivalent degree is in your possession

What's next...

Send resume and cover letter to admin@mycasaep.org

About CASA...

CASA programs play a critical role in ensuring children who have experienced abuse or neglect find safe, permanent placements or are reunified with their biological family whenever possible. The work of highly-trained volunteer advocates—appointed by judges to work one-on-one with our most vulnerable children and youth—are needed more than ever as the child welfare and court systems struggle to keep up with the unprecedented numbers of new cases. CASA-EP's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working. Visit our [website](#) to learn more!