



600 Union Ave., Suite 204
Fairfield, California 94533
Phone: (707) 421-2272 Fax: (707) 474-3761
www.casasolano.org

CASA of Solano County Coordinator Job Description

Position Summary

Assures effective and efficient day-to-day administration of office and office procedures; assures effective and efficient coordination of scheduling and paperwork between CASA staff and volunteers; provides clerical and logistical support to the Case Supervisors as required. Coordinator is responsible for the administrative aspects of training programs serving CASA volunteers.

Reports to the Executive Director.

Responsibilities

- Management and maintenance of database and all related records.
- General support services including but not limited to: telephone answering and photocopying, mail management, supply management, etc.
- Assist the Executive Director and other staff with respect to assigned projects.
- Assemble training material and other related duties.
- Perform clerical functions related to case assignments
- Ensure office space is maintained at a level required for public usage and visibility.
- Schedule training workshops, instructors, and facilities; assist instructors with course setup and other training requirements.
- Register workshop participants and generate related documents.
- In conjunction with staff, develop, schedule, and implement Continuing Education workshops and research availability of a variety of courses offered by external organizations; present information in an organized manner to management.
- Coordinate the production and distribution of training materials.
- Plan and implement CASA advocate trainings.
- Assure production of organizational newsletter/social media coordination.
- Other duties as assigned by the Executive Director.

- **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to communicate with and establish and maintain effective working relationships with staff, volunteers, and community partners.
- Knowledge of planning and scheduling techniques.
- Ability to work independently under general supervision and make decisions based on established procedures.
- Ability to maintain confidentiality.
- Ability to adapt to a changing environment with the ability to respond to and manage crisis with calm, mindful, and respectful approach.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of community education agencies and resources.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect.
- Demonstrated ability to work with donors and clients alike
- Knowledge of general office practices and procedures
- Social media management skills
- Demonstrated computer skills. Current working knowledge of *Microsoft Office*
- Ability to work comfortably with a supervisory team comprised of professional staff, Board members and volunteers.

This position requires interaction with the public and program participants, therefore a COVID-19 vaccination is highly recommended.

CASA of Solano County is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CASA of Solano County will not tolerate discrimination or harassment based on any of these characteristics. CASA of Solano County encourages applicants of all ages.