DUTIES AND RESPONSIBILITIES
Administrative Specialist

1. General administrative duties such as copying, mailing, drafting letters, data entry, document production, maintaining spreadsheets, making deposits, etc.
2. Assure the maintenance and organization of volunteer, staff, board member and general files.
3. Enter volunteer, children and court information and statistical information into database system.
4. Assist with special event planning, fundraising and other development activities.
5. Assist with newsletter production.
6. Assist with recruiting new volunteers.
7. Assist in reporting monthly, quarterly and annual reports.
8. Assist with grant monitoring and reporting.
9. Assist with yearly survey forms for volunteers, partners and children served.
10. Assist in volunteer appreciation events.
11. Provide CASA case management support services to CASA staff.
12. Assist with presentations on CASA.
13. Ensure that National and KY CASA standards and statutes are met.
14. Meet annual goals set for position/program.
15. Any other reasonable duties as assigned.

Qualifications of Administrative Specialist position: Bachelors level degree or equivalent work experience required. Experience administratively, with special events and/or development activities preferred.

Revised: August 2014