

## Office Assistant

### General Description

#### Office Assistant (Part-Time, 20 Hours/Week)

**Position Title:** Office Assistant

**Reports To:** Executive Director

**Employment Type:** Part-Time (20 hours per week)

**Location:** Heartland CASA Office

#### Position Summary:

The Office Assistant provides essential administrative support to ensure smooth daily operations of Heartland CASA. This role requires *strong organizational abilities*, excellent recordkeeping, accuracy in data entry, and comfort with basic accounting or math-related tasks. The ideal candidate is dependable, detail-oriented, and committed to supporting CASA's mission.

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### Key Responsibilities:

#### Administrative Support & Organization

- Answer phones, greet visitors, and provide a welcoming environment.
- Manage calendars, appointments, and scheduling with strong attention to detail.
- Maintain organized filing systems—both digital and physical—including confidential records.
- Track office inventory, manage supplies, and coordinate print materials.

#### Recordkeeping & Data Management

- Enter and update volunteer, child, and program data accurately in CASA databases.
- Maintain spreadsheets, logs, and documentation for grants, reports, and auditing needs.
- Assist with donor and event recordkeeping under staff guidance.

#### Basic Accounting Support

- Assist with basic bookkeeping tasks such as recording receipts, mileage logs, deposit preparation, and tracking expenses.
- Maintain accuracy in numerical data, including event revenue logs, donation tracking, and invoice organization.

#### Event & Program Support

- Prepare materials, packets, sign-in sheets, and name tags for trainings and events.
- Assist during fundraising events or volunteer functions as needed.

## General Office Duties

- Perform clerical tasks such as copying, scanning, printing, and organizing documents.
  - Keep the office clean, orderly, and prepared for staff, volunteers, and guests.
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## Qualifications:

- High school diploma or equivalent required; administrative or bookkeeping training preferred.
  - **Strong organizational skills and ability to manage multiple tasks simultaneously.**
  - **Experience with recordkeeping, filing systems, and accurate data entry.**
  - **Basic accounting or math proficiency** (such as tracking expenses, recording transactions, or maintaining simple spreadsheets).
  - Excellent communication and customer service skills.
  - Proficiency with Microsoft Office, Google Workspace, and basic office equipment.
  - Ability to maintain confidentiality and handle sensitive information.
  - Dependable, professional, and mission-driven.
  - Must pass background checks required for child-serving organizations.
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## Other Requirements

- Current vehicle insurance must be on file at all times. Mileage reimbursement will not be issued without current proof of insurance.
- A valid driver's license must be on file at all times. Mileage reimbursement will not be issued without a current license on record.