



**JOB TITLE:** Program Administrative Assistant  
**REPORTS TO:** Director of Program Operations  
**STATUS:** Full time  
**PAY RATE:** \$16-\$17/Hour, depending on experience; Non-Exempt  
**LOCATION:** San Diego, California

Are you looking for a meaningful career in a position that allows you to make a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- A welcoming work environment
- Alternative work schedule option

### **About Us**

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

### **About the Position**

The Program Administrative Assistant will support the program team and will: 1) enter and maintain program data and documents in the CASA Manager database; 2) assist and support staff and volunteers who advocate for the children that Voices for Children (VFC) serves; and 3) carry out all assigned responsibilities and duties.

The Program Administrative Specialist should be prepared to handle matters confidentially and with the strictest security when the need arises, whether the items are labeled confidential or not. Further, this employee must work as a full member of the Voices for Children team.

### **Main Duties/Responsibilities**

- Process volunteer and staff advocate appointments; generate and send Court Orders to the Court for each appointment; upload these documents to the CASA Manager database upon receipt.
- Process volunteer and staff advocate removals; generate and send letters of removal to all parties.
- Enter and maintain child data in the CASA Manager database for incoming minute orders; process case closures.
- Upload case-related documents into the CASA Manager database and send to assigned staff advocates.
- Enter volunteer information from CASA annual achievement forms and upload document into CASA Manager.
- Enter all volunteer hours in the CASA Manager database.
- Enter updated volunteer auto insurance information and upload copy of volunteer auto insurance into CASA Manager.
- Assist in developing and implementing new administrative procedures and/or protocols as needed.
- Provide training and support to all Program team office volunteers as needed.
- Provide support at special events and activities involving VFC as directed by the Chief Financial Officer or the President/CEO.
- Continually work to further the Mission and Vision of Voices for Children.
- All other duties as assigned by the Director of Program Operations, Chief Program Officer or the President/CEO.

### **Education/Skills**

- At least two years' of education beyond high school is desired in addition to at least two years' experience in customer service, office management and/or clerical support.
- Must be willing and able to work in a team environment.

- Proficiency with current Microsoft Office Suite, including Excel, Word, and Outlook is required.
- Must meet all screening requirements as set forth in the California Rules of Court, Rule 5.655

### **Work Schedule**

Standard work week is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may be required. Additional hours are subject to overtime pay. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM.

### **Physical Requirements**

- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours

### **Work Environment**

- Professional office environment; due to COVID-19 guidelines, this position will require remote work until further notice; some office time may also be required
- Fast paced working with multi-level distractions

### **How to Apply**

Please go to the following link: <https://jsco.re/919u3> and click “Apply for this Job” to apply. No phone calls, please. Position open immediately and will remain open until filled.

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index. Our hiring process includes an initial phone interview and at least three in person interviews with current VFC employees. We offer a competitive salary with full benefits.

*At Voices for Children, we believe that we can best accomplish our mission of transforming the lives of children in foster care by maintaining an environment that reflects the diversity of the youth we serve. Voices for Children encourages and values diversity among our staff and volunteers.*

*Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.”*