



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

**POSITION:** Coordinator  
**REPORTS TO:** Executive Director  
**SALARY:** \$24-\$26 per hour DOE  
**BENEFITS:** May include Health, dental, life insurance, 403b plan and more

**SUMMARY:**

The Coordinator is full time, in office position and responsible for assuring effective and efficient day-to-day administration of office and office procedures; assures effective and efficient coordination of scheduling, calendaring and paperwork between Court Appointed Special Advocates (CASA) of Solano County staff and volunteers. Also provides clerical and logistical support to the Case Supervisors as required and responsible for the administrative aspects of training programs serving CASA volunteers.

**RESPONSIBILITIES:**

- Management and maintenance of database and all related records.
- General support services including but not limited to: answering telephones, photocopying, mail management, supply management, other administrative tasks, etc.
- Assist the Executive Director and other staff with respect to assigned projects.
- Assemble training material and other related duties.
- Perform clerical/administrative 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.
- Research availability of a variety of courses offered by external organizations and present information findings 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.
- Perform other duties as needed or assigned by the Executive Director.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

- Ability to communicate with and establish and maintain effective working relationships with staff, volunteers, and community partners.
- Knowledge of planning, calendaring and scheduling techniques.
- Ability to gather data, compile information, and prepare accurate reports.
- Knowledge of community education agencies and resources.
- Ability to work independently under general supervision and make decisions based on established procedures.
- Ability to adapt to a changing environment with the ability to respond to and manage crisis with professional, calm, mindful, and respectful approach.

CASA of Solano County a not for profit 501c3 organization  
Taxpayer ID 20-2551209

- Ability to work comfortably with a supervisory team comprised of professional staff, Board members and volunteers.
- Ability to maintain strict confidentiality and strong attention to detail.
- 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.
- Strong oral and written communication; including telephone etiquette and follow up.
- Demonstrated current working knowledge of *Microsoft Office*.

### **EDUCATION:**

- Work requires skills normally acquired through a bachelor's degree in a related field, so a Bachelor's Degree is preferred.
- However, will substitute an equivalent combination of relevant education and/or experience. Work generally requires 2 years of related experience in human services or service as a CASA volunteer.

### **REQUIREMENTS:**

- Criminal justice fingerprint clearance.
- Valid driver's license.
- Travel (primarily within Solano County).
- Ability to work evenings and weekends.
- Physically able to lift and/or move supplies or equipment.

### **APPLY:**

- Please send a resume and cover letter to [jobs@casasolano.org](mailto:jobs@casasolano.org).
- No calls please.
- All applications will be treated with the utmost confidentiality.
- The position is open immediately and will remain open until filled.
- Our organization is committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply.

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.