

Office Administrator

The Hall-Dawson Court Appointed Special Advocate (CASA) Program is accepting applications for an hourly, non-exempt, full-time Office Administrator responsible for coordinating administrative, accounting, office operations and communication as a foundation to support the mission of our local CASA program. Preferred qualifications: Bachelor degree in business; communication or related field with three years of related experience; strong computer skills; knowledge of bookkeeping and accounting; ability to build and maintain relationships with internal and external stakeholders; strong conflict resolution, time management, and problem-solving skills; and a commitment to CASA's goals and mission. Bilingual (Spanish) is a plus. Some evenings and weekends are required. Salary range: \$18-\$22 hourly rate. Applicants should send a cover letter and resume by **February 15, 2023** to careers@halldawsoncasa.org or fax to (770) 534-5851. No calls, please. Full job description can be found on our website: www.halldawsoncasa.org