



**CASA**

Court Appointed Special Advocates  
FOR CHILDREN

**WINNEBAGO COUNTY CASA PROGRAM**

Winnebago County CASA Program

Part-time Position – 20 hours/week  
TO BE DISCUSSED AT INTERVIEW  
Hours

Administrative Assistant to the Board of Directors  
Job Title

June 30, 2014  
Date Position Open

**Job Responsibilities:**

This position involves providing support to the CASA Board and Board Committees, including clerical work, file upkeep for Board Members, recording committee meeting minutes, maintenance of databases, and conducting mail administration. Additional support to include drafting and submitting press releases to media outlets. Computer skills necessary. Specific duties to be discussed at the interview.

**Salary range:**

\$11.00 -- \$12.50 per hour

**Location:**

CASA Office  
211 S. Court St., Suite 258  
Rockford, IL

**Job Requirements:**

Computer experience necessary; Experience working with volunteers helpful;

**SEND RESUME TO:**

**Taryn Marko**  
**Winnebago County CASA Program**  
**211 S. Court Street, Suite 258**  
**Rockford, IL 61101**

Date Posted: 6/16/14