



CASA of Travis County Job Description

Title: Grants Administrative Assistant

Reports To: Director of Grants and Contracts

CASA of Travis County has a part-time Grants Administrative Assistant position available. The position furthers the CASA mission by assisting the Director of Grants and Contracts in acquiring funding sources to support CASA in empowering our community to advocate for abused and neglected children in the court system. Opportunity to gain grant writing and grant management experience as well as utilize customer service skills in an organization dedicated to the well-being of children.

Preferred candidates will have excellent writing and relational skills.

See our website (<http://www.casatavis.org/about/staff#employment>) for a complete list of required qualifications. EOE. Please send cover letter, resume and [application](#) to apply@casatavis.org or fax to 512.459.4550. **No phone calls please.** Starting pay: \$17/hour.