



## Per Diem - Program Support

### Become a Part of the Child Advocates of Silicon Valley Team

Child Advocates works to ensure every foster child in Silicon Valley, who has been abused, neglected and/or abandoned, has the nurturing support and resources needed to thrive. We are looking for people who put children first. People whose compassion leads to hard work and impact. At Child Advocates, it's about each person bringing skills and passion - their best - so that we can be there for every foster child.

### About the Role

We're looking to fill the Per Diem Position to support the Learning Department in volunteer recruitment, pre-service training, continuing education, and evaluation.

### How You'll Have an Impact

The applicant hired will be responsible for:

- Providing CASA training support which may include reviewing training assignments and providing feedback to volunteers, organizing paperwork, entering data into spreadsheets, updating volunteer databases, and providing Zoom support during training.
- Supporting outreach and volunteer recruitment efforts which may include attending tabling events and responding to volunteer inquiries.
- Supporting research, data entry, data analysis and reporting.
- Providing administrative support such as maintaining an organized electronic file system.
- Supporting special projects and performing other related duties as assigned by the supervisor.
- Participating in agency events and activities, as requested.
- Participating in agency projects and initiatives, as requested.

### What We're Looking For

#### Experience

- High school diploma or equivalent required.

#### Skills

- Proficiency in Google Suite. Ability to learn new systems as needed.
- Demonstrated ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Demonstrated ability to collaborate and work effectively with team members.
- Performs tasks under minimal supervision to meet deadlines as assigned.
- Excellent internal and external communication skills

### Important Details

**Supervisor:** Director of Learning

**Status:** Per Diem

**Location:** Milpitas, California

**Salary:** Salary commensurate with experience, in accordance with local nonprofit wage scales.

**Benefits:** Full medical, dental, vision coverage for the employee; holidays; and personal time off (PTO).

*Applicants must be able to work a variety of hours, including evenings and weekends.*

*Applicants must have a valid California Driver's License and current automobile insurance.*

*Applicants must be able to successfully pass a formal background check: FBI, DOJ, CACI, DMV.*

### How to Apply

Send your resume, salary requirements and cover letter outlining why you're the right person for this role to [daisy@childadvocatessv.org](mailto:daisy@childadvocatessv.org). No phone calls, please.

### Equal Employment Opportunity Statement

Child Advocates is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status or disability.