



Per Diem - Fundraising & Event 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 Development Department in event planning/execution, data entry, and donor support. The Development Department is responsible for all fundraising efforts for the organization. In collaboration with the Events Manager and other Development team members, you will assist with our fundraising events, including donor relations, logistics, data management, requesting auction items, day of tasks, and more. We are looking for someone who exemplifies excellent customer service, organization, and the ability to manage multiple tasks and timelines.

How You'll Have an Impact

The applicant hired will be responsible to:

- Supporting fundraising event efforts which may include outreach for potential in kind donations, managing intake of auction items.
- Train and manage event volunteers to manage registration, troubleshoot, and support volunteers at event(s) to ensure a positive customer service experience for guests.
- Assisting with preparation of items for events and day-of event logistics including: inventory of items, vendor load in/out, set up, signage placement, and strike.
- General support of the Development Department's fundraising event planning efforts, which may include data entry into the donor database and spreadsheets.
- Providing donor outreach for logistical follow ups.
- Supporting special projects and performing other related duties as assigned by the supervisor.
- Participating in agency events and activities, as requested.

What We're Looking For

Experience

- High school diploma or equivalent required.
- 1+ year of experience with supporting fundraising event related activities, such as registration, auction, logistics, raffle, etc.
- Customer service and data entry experience required.

Skills

- Proficiency in Google Drive, Google Sheets, Microsoft Word, and Microsoft Excel. Ability to learn new systems as needed.

- Excellent internal and external communication skills
- 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.

Important Details

Supervisor: Events and Corporate Partnerships Manager

Status: Per Diem

Location: Milpitas, California

Hourly rate: \$20/hour

Benefits: N/A

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 and cover letter** outlining why you're the right person for this role to development@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.