



JOB ANNOUNCEMENT COORDINATOR

PROGRAM DESCRIPTION

The Child Abuse Prevention Council (CAPC) of Santa Clara County, a Commission of the Santa Clara County Board of Supervisors, works to prevent and respond to all forms of child abuse and neglect through community partnerships, education, collaboration and advocacy. 23 appointed Commissioners join Community Advisory Members and other community stakeholders to provide a forum for interagency cooperation and coordination; promote public awareness; encourage and facilitate the training of professionals; recommend improvements in services to families and victims; and facilitate funding for local child abuse prevention programs.

JOB DESCRIPTION

The Coordinator will provide administrative support to the CAPC, its standing committees, and various ad hoc working groups. The Coordinator will report directly to the elected Chairperson of the Council and work closely with the chairpersons of the standing committees. The Coordinator will assist in the planning of CAPC events and workshops, including the annual Child Abuse Symposium. This is a part-time position with variable work hours and flexibility in work location.

JOB DUTIES

- Attend Council meetings, including committee meetings;
- Work in collaboration with the CAPC chairperson, each committee chairperson, the county CAPC liaison, and a diverse group of volunteers;
- Take committee meeting minutes, email draft minutes to Council members, amend minutes when necessary, and periodically post the approved minutes to County website;
- Serve as a point of contact between the Council, its committees, and the County;
- Assist committee chairs in any necessary work to secure services related to Council activities and maintaining compliance with Council procedures and County policies;
- Assist in organizing the Council's annual retreat and planning the annual Child Abuse Symposium;
- Serve as the content manager for the Council website;
- Serve as Council point of contact for inquiries from community members; and
- Perform other duties related to the Council.

DESIRED QUALIFICATIONS

- Valid California driver's license and proof of current car insurance;
- Ability to comply with county insurance requirements;
- Basic knowledge of computer applications such as Word and Excel;
- Knowledge of online tools for activities including website management, communication, event management and design. Examples include Sharepoint, WordPress, Survey Monkey and MailChimp;
- Strong writing ability;
- Desire to promote the mission of the Council to protect children from abuse and neglect;
- Ability to work well with a diverse group of volunteers;
- Experience and ability to plan meetings and events;
- Strong organizational skills;
- Ability to work flexible hours in order to meet deadlines.

COMPENSATION

Minimum salary of \$65,000. Compensation based on comparable experience.

TO APPLY: Send cover letter, resume and professional references via email to andrewc@lawfoundation.org

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