

The [Santa Clara County Child Abuse Prevention Council](#) (CAPC) is seeking a Coordinator that will work as an independent contractor through the County to support the work of CAPC. The CAPC Coordinator will report directly to the elected Chairperson of the CAPC, who will be responsible for evaluating the CAPC Coordinator's performance. Although the CAPC Coordinator will report to the CAPC elected Chairperson, they will be an independent contractor of the County. The County is the fiscal agent of CAPC and is also responsible for ensuring compliance with the County's contracting and other policies. The CAPC Coordinator will be a natural person, and not a corporation, partnership, organization, or similar business entity.

Generally, the CAPC Coordinator will provide administrative support to CAPC and its eight standing committees, which include the Executive Committee, the Symposium Committee, the Allocations Committee, the Membership Committee, the Interagency Collaboration Committee, the Public Awareness Committee, the Nominations Committee, and the Disproportionality Committee. In addition, the CAPC Coordinator will also support any task forces or ad hoc committees.

More specifically, the CAPC Coordinator will:

1. Attend CAPC meetings, including both full council and committee meetings;
2. Work in collaboration with the CAPC chairperson and each CAPC committee chairperson to prepare and post each meeting agenda;
3. Email the meeting packet to CAPC committee members in advance of each meeting and help ensure there will be a quorum;
4. Take notes at the CAPC full council meetings and committee meeting minutes, email draft minutes to CAPC members, amend minutes when necessary, and periodically post the approved minutes to County website;
5. Function as a point of contact between CAPC, its committees, and the County;
6. Help CAPC committees understand and comply with CAPC procedures and County policies;
7. Assist in the preparation and submission of invoices from CAPC committees to County;
8. Assist the Symposium Committee in event planning and execution for the annual all-day conference;
9. Assist the Executive Committee in organizing the annual retreat;
10. Assist the CAPC Chairperson in the preparation and submission to the Board of Supervisors of the annual CAPC work plan including the budget;
11. Assist the Treasurer and committee chairpersons in preparing and submitting yearly committee and CAPC budgets;
12. Work with the Treasurer and County in tracking CAPC and CAPC committee expenditures.
13. Serve as the content manager for the CAPC website;
14. Maintain a current membership database, which includes working with the County Clerk and CAPC members to keep contact information, membership status, and committee activities current;
15. Provide reports to CAPC officers, CAPC membership committees, and the County CAPC liaison when requested;
16. Support CAPC members and the CAPC Membership Committee in facilitating reappointments, appointments and changes in status; and
17. Perform other duties related to the CAPC.

QUALIFICATIONS

In order to meet the minimum qualifications, Vendors must have:

1. A valid California driver's license and proof of current car insurance;
2. Experience or education in a related field;
3. Basic knowledge of computer applications such as word processing programs, spreadsheet programs, and internet browsers;
4. Strong writing ability, with the ability to write with proper grammar, spelling, and style;
5. Strong basic math skills;
6. Past administrative experience;
7. Access to a computer and a high speed internet connection; and

8. A desire to protect children from abuse and neglect.

The ideal candidate will have:

1. Knowledge of issues related to the prevention of child abuse and neglect;
2. A strong work ethic, commitment, and dedication;
3. Be bilingual (English and Spanish);
4. Experience and ability to plan meetings and events;
5. Strong organizational skills;
6. Knowledge of Robert's Rules of Order;
7. Knowledge of the Brown Act;
8. The ability to work flexible hours in order to meet deadlines;
9. The ability to comply with County insurance requirements;
10. The ability to organize and maintain CAPC information;
11. The ability to maintain confidentiality;
12. Initiative and the ability to exercise independent judgment;
13. The ability to take comprehensive meeting minutes; and
14. The ability to compose correspondence independently.

Interested candidates must respond to the following questions:

1. The schedule for meetings can be found [here](#). The Council expects the Coordinator to be available to attend all CAPC meetings most of the time. Do you have any standing conflicts that will prohibit that?
2. Please share your strengths/challenges.
3. Please share your thoughts on working independently vs working as a team.
4. What are you looking for in this position?
5. How would co-workers describe you?

TO APPLY

Anyone interested in this position should send a cover letter with resume and question responses to CAPCapplication@gmail.com. Successful candidates will be referred to the County for next steps in the application process.