



## **VOLUNTEER SERVICES ADMINISTRATIVE SUPPORT POSITION DESCRIPTION**

*Child Advocates' mission is to provide stability and hope to children who have experienced abuse and neglect by being a powerful voice in their lives.*

**Supervisor:** Executive Director, Director of Volunteer Services  
**Status:** Full-Time Non-Exempt  
**Location:** Milpitas, California  
**Salary:** Hourly/Based on Experience  
**Benefits:** Medical, Dental, Vision; Pro-Rated Time Off

### **POSITION PURPOSE:**

Provide administrative support for the Volunteer Services team and other Child Advocates teams as needed and as directed by the Director of Volunteer Services.

### **RESPONSIBILITIES:**

- Assist with administrative tasks (data entry, making copies, scanning, filing) associated with processing trainees and advocates.
- Assist with setting up spaces for meetings/trainings
- Assess and order necessary supplies for training
- Cultivate, distribute, and maintain ticket donation program.
- Maintain Child Advocates' monthly Events Calendar.
- Provide coverage at the front desk during primary office hours.
- Open, date stamp, and distribute mail.
- Endorse and log receipt of checks and other forms of income and donations. Manage bank deposits, per financial procedures.
- Coordinate shredding of appropriate documents on a regular basis.
- Provide back-up for correspondence with vendors regarding service as necessary.
- Coordinate duties associated with the reception area- car/booster seat check-in
- Assist other functions (recruitment, development, finance/administration, programs) as needed to achieve the agency's goals
- Participate in agency events, including training, fundraising events and CASA/child activities, as requested.
- Track volunteer hours for agency grant.
- Other duties as assigned by the Director of Volunteer Services.

### **QUALIFICATIONS:**

- Minimum education of high school diploma
- At least 3 years of general/executive administrative experience
- Strong organizational skills, ability to manage multiple tasks and projects of varying complexity, concurrently.
- Demonstrated ability to handle sensitive, confidential information
- Demonstrated proficiency in use of MS Office/Office 365.
- Demonstrated ability to generate standard reports from databases
- Excellent interpersonal, verbal and written communication skills
- Demonstrated ability to multi-task and prioritize activities
- Demonstrated organizational skills, ability to manage details accurately
- Demonstrated ability to work well as part of a team
- Ability to pass FBI, DOJ, DMV, SSN and CACI background checks

Please send resume and cover letter to: Julie Fulmer McKellar, Director of Volunteer Services at: [julie@cadvocates.org](mailto:julie@cadvocates.org)

**NO PHONE CALLS PLEASE**

Only applicants whose resumes are selected for an interview will be contacted.  
Child Advocates is an Equal Opportunity Employer. We are committed to providing an environment that embraces openness, respect, collaboration and accountability.