



**JOB TITLE:** Senior Administrative Coordinator  
**REPORTS TO:** President & CEO  
**STATUS:** Full time  
**PAY TYPE:** Non-Exempt/Hourly  
**LOCATION:** San Diego, California

Are you looking for a meaningful career with an organization that is making a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- A welcoming work environment
- Due to COVID-19, this position will be primarily remote through December 31, 2020, although some in-person attendance will be required (specific schedule to be determined).

### **About Us**

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

### **About the Position**

Voices for Children is looking for a Senior Administrative Coordinator who will: 1) provide organizational and administrative support to the President & CEO, Board of Directors, and members of the leadership team; 2) provide administrative support to the Program team, as needed; 3) handle special assignments and projects as assigned; and 4) provide coverage for the front desk/reception, and identify, coordinate, and manage volunteers who will provide front desk/reception coverage when needed.

The Senior Administrative Coordinator should be prepared to handle matters confidentially and with the strictest security when the need arises, whether the items are labeled confidential or not. Further, this employee must work as a collaborative member of the Voices for Children team.

The Senior Administrative Coordinator will report to the President & CEO, with a dotted line reporting relationship to the Chief Financial Officer for front desk/reception volunteer coordination responsibilities.

### **Duties/Responsibilities**

- Provide organizational and administrative support to the President & CEO, Board of Directors, and members of the leadership team, as needed.
- Assist the President & CEO and leadership team with coordinating, planning, and preparing for meetings, conferences, etc.
- Assist in the preparation and distribution of agendas, reports, resolutions, minutes, and other materials for meetings of the Board of Directors, Board committees, and other meetings as requested by the President & CEO.
- Create and maintain a system for retaining and storing all organizational corporate and governance records and records of the Board of Directors.
- Provide support for the organizational strategic planning process that will begin in Fall 2020 and continue through 2021.
- Provide administrative support for the Program team by assisting with editing and routing of court reports.
  - Receive, track and finalize court reports in cooperation with Advocacy Supervisors. This includes checking clerical accuracy and timely distribution according to the policies, procedures and practices of Voices for Children.
- Provide coverage for the front desk/reception. Identify, coordinate, and manage volunteers who will provide front desk/reception coverage when needed and who will:
  - Answer incoming phone calls and provide callers with general information or route calls accordingly;
  - Greet visitors/guests and ensure that they are helped and/or directed to the appropriate person;
  - Assist with distributing birthday gift cards to CASAs.
- Provide support at special events and activities involving VFC as requested by the President & CEO.
- Continually work to further the Mission and Vision of Voices for Children.
- All other duties as assigned by the President & CEO.

### **Education/Experience**

- A college degree is preferred (not required) with at least two years of experience in executive-level support, general office management, and clerical support.
- Must have excellent written and verbal communication skills with the ability to communicate effectively with individuals at all levels, both inside and outside the organization, and a high level of initiative and

follow-through.

- Must be meticulous in attention to detail, with good time management skills.
- Must have strong computer skills with proficiency at intermediate-to-advanced level in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Must be a self-starter, strong at multi-tasking, confident, highly organized, and able to work both independently and as an effective team member.
- Must have a valid California driver's license and automobile insurance as well as access to an automobile for local travel.

Must meet all security screening requirements as set forth in the California Rules of Court, Rule 5.655.

### **Work Schedule**

Standard work week is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may be required. Additional hours are subject to overtime pay. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM.

### **Physical Requirements**

- *Able to sit for prolonged periods of time*
- *Able to sit at a desk and view a computer screen for up to two hours*
- *Able to speak into and use a telephone*

### **Work Environment**

- *Professional office environment*
- *Fast paced working with multi-level distractions*

### **Special Conditions**

- *Able to work extended hours as needed, with some nights and weekends required during special events*

### **How to Apply**

Please go to the following link: <https://jsco.re/7lnx0> and click "Apply for this Job" to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index.

*At Voices for Children, we believe that we can best accomplish our mission of transforming the lives of children in foster care by maintaining an environment that reflects the diversity of the youth we serve. Voices for Children encourages and values diversity among our staff and volunteers.*

*Voices for Children is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*