



Assistant Program Manager

Job Description

About Advokids

Advokids is the only non-profit legal advocacy organization in California dedicated to securing the safety and well-being of infants and young children in the foster care system. We operate the only free statewide Telephone Hotline for anyone concerned about a child in foster care or at risk of entering care and advocate for systemic reform of the child welfare system to benefit all children in the state.

Advokids fights for every child in foster care's right to safety, security, and a permanent home.

Job Purpose

The Assistant Program Manager reports directly to the Program Manager but also works closely with the Executive Director and provides general administrative support for executive management and staff. Assistant Program Manager also serves as Advokids' Hotline Intake Specialist, our first point of contact for our Hotline callers, who are most often caregivers and relatives of children in foster care or other concerned adults seeking to advocate for a child. Assistant Program Manager also coordinates and supports all office systems and implementation functions while managing Salesforce operations including database administration, data entry, reporting, and integration.

Expectations & Benefits

This position is a full-time, 35 hours per week position with a starting salary of \$18-21/hour. Office hours are Monday through Friday, 9:00 AM to 5:00 PM. Our office is located in beautiful Marin with walking routes and shopping nearby. Advokids offers its employees a monthly HRA program, 20 days PTO annually, as well as regular staff retreats and celebrations.

Duties & Responsibilities

1. Hotline Intake
2. Administrative Support and Office Management
3. Donation Processing
4. Social Media Account Management
5. Salesforce Database Administration, Support, and Maintenance

Qualifications

1. Truly dedicated to the mission and vision of Advokids
2. Knowledge of or an eagerness to learn about the Juvenile Dependency court system
3. Experience using Microsoft, Adobe, and Google suites
4. Experience working in a non-profit or with a social services agency

5. Strong communication skills
6. Experience working and communicating effectively with people from diverse backgrounds
7. Ability to quickly learn and acclimate to standard operating procedures

Preferred Qualifications

1. Experience using Salesforce, MailChimp, Classy, and/or WordPress
2. Experience managing social media presence for an organization

Working Conditions

Advokids runs in an efficient but cozy office setting. The organization is comprised of a small team of dedicated attorneys, social workers, and other professionals, many of whom have been with the organization for many years if not decades. Desks are situated in shared office settings, as collaboration between team members is essential to our work. The office environment is one that emphasizes ideas over hierarchy and the mission of protecting children's rights of children above all else.