



CSN-CAPC Coordinator

PART-TIME: 12 hours/week

WAGE: \$17/hour, sick, vacation and 401(k)

Sierra Nevada Children's Services is a private, nonprofit child care resource and referral agency that has served families, early childhood professionals and the community since 1978.

EXPECTATION FOR ALL EMPLOYEES

Support the agency's mission, vision and values by exhibiting attitudes of professionalism, collaboration, innovation, respect for coworkers, commitment to our community, and personal accountability.

POSITION SUMMARY

The CSN-CAPC Coordinator supports the Community Support Network of Nevada County (CSNNC) and Child Abuse Prevention Council of Western Nevada County (CAPCWNC) by assisting with monthly community meetings, attending Board meetings and coordinating communication. CSNNC is an inclusive, voluntary association of agencies and individuals from the Nevada County community who share a common mission: that all families in Nevada County have ready access to a well-integrated and coordinated support network that is easily available and well funded.

ESSENTIAL JOB DUTIES (Elements of this job description will be periodically evaluated and are subject to adjustment by SNCS)

- Coordinates meetings:
 - Nine CSN Partner meetings and 12 CSN-CAPC Board meetings per year
 - Create meeting agendas, keep minutes, track action items
 - Post, copy, and distribute agendas, minutes, and any other relevant documents for Partner and Board meetings
 - Send reminders for meetings and any additional action group meetings
 - Send press releases for meetings
- Coordinates trainings, approximately 0-3 per year
- Provides facility coordination for meetings and trainings
- Creates and distributes weekly e-newsletter
- Maintains and updates website, Gmail and Mailchimp email lists, CSN Partners list, and Children's Bill of Rights endorsements list
- Attends to email correspondence and phone messages, checks PO Box regularly
- Serves as communication node for CSN-CAPC and CSN Partner organizations
- Maintains connection with Sacramento Regional CAPC group (Innovative Partnerships) and Tahoe Truckee CAPC
- Maintains and executes action items on master calendar of organization tasks
- Maintains electronic and paper files of Partner and Board meeting records and other relevant documents

- Updates various monthly logs
- Drafts annual reports for contracts with Board input and submits after Board approval
- Other tasks as assigned

JOB QUALIFICATIONS

- **Requirements**
 - Must have solid working knowledge and experience with MS Word, Excel, email and be internet savvy. Additional experience with PowerPoint, WordPress, Mailchimp strongly preferred
 - Strong spelling, grammar, written and verbal communication skills are essential
 - Independent judgment is required to plan, prioritize, and organize workload and meetings
 - Some analytical ability is required in order to find solutions to various administrative problems
 - Must demonstrate attention to detail in composing, typing and proofreading materials, establishing priorities and meeting deadlines
 - Must have a valid California driver's license, safe driving record and proof of auto insurance
 - Must be able to pass a background check
- **Education**
 - AA Degree in liberal arts or administration, business administration, education, or equivalent experience.
- **Physical Requirements**

Must be able to use both hands in a semi-repetitive motion frequently (up to six hours per day). Must be able to lift and carry objects up to 40 pounds. Must be able to sit, stand, walk and otherwise physically function as necessary in an office environment to perform requirements of position.

TO APPLY please forward your cover letter and resume via US Mail, email or in person:

Attn: Christine Hoxsie, HR Administrator
420 Sierra College Drive, Suite 100, Grass Valley, CA 95945
ChristineH@sncs.org
530.272.8866, ext. 223