



Washington Association of Child Advocate Programs

AmeriCorps Project Coordinator

First reviews occur after 12/1/2023;
position start date as early as 12/15/2023

Join our small team that is dedicated to working with our statewide network of Child Advocate programs to ensure that every child in foster care and the broader dependency system has a volunteer advocate to speak for their best interests in and out of court.

We have a big project that we'll need your help with: we want to recruit, train and encourage the professional growth of up to 20 AmeriCorps members placed throughout Washington who will assist our local 35 Child Advocate programs recruit volunteer Child Advocates/Guardians ad Litem to serve children and families in our foster care system.

This is a grant funded position that is currently guaranteed for the next 18 months (July 2025) through an AmeriCorps grant. You'll be coming in half-way through this project filling the shoes of our previous coordinator. Here are some of the things you will be tasked with in this position:

- Recruiting, screening and on-boarding new AmeriCorps applicants throughout Washington State
- Providing on-going coaching, support and professional development of enrolled AmeriCorps participants
- Working with local host sites to ensure program fidelity and successful volunteer recruitment and retention strategies
- Planning offsite orientations and training opportunities for new AmeriCorps members
- Submitting timely statewide progress and monitoring reports
- Attending AmeriCorps training and gathering in Olympia and out-of-state AmeriCorps program manager trainings.
- Supporting statewide volunteer recruitment efforts including social media, developing recruitment materials
- Other duties as assigned

This is a full-time exempt position with a salary of \$65,000 + benefits for you. Dependent medical benefits are offered at employee cost. As mentioned before, this is currently funded for the next 18 months, with hopes that it will be extended in perpetuity. We can discuss more as the interview process unfolds.

The Washington Association of Child Advocate Programs is an equal opportunity employer. All are encouraged to apply.

Essential Attributes:

- The ability to manage your own work, schedule, technology and priorities.
- You probably need to genuinely enjoy meeting, talking and relating to people from a variety cultures, economic backgrounds and professions. You'll hopefully be doing it a lot.
- Consistently looking for ways to improve processes and contribute to the greater mission of our organization and child welfare in general

- Be able to create your own rules, processes and procedures and follow them
- Display excellent written and oral communication skills
- Proactively recognize the necessity of collaboration by seeking and providing feedback. Ask for help when needed and offer help when opportunities arise.
- Get things done even when the path is not easy or apparent.
- Meet deadlines, goals, and deliverables. Demonstrate accountability for individual responsibilities and understand the connection to WACAP and our local program's work overall.

Knowledge, Skills and Abilities:

- Passionate and professionally committed to giving kids in care a childhood and a future with their family.
- Exceptional written and oral communications skills with highly attuned empathetic listening skills.
- How to use a phone for more than just texting
- Bachelor's degree, with commitment to continuing professional development.
- Strong work ethic with proven track record of perseverance and accountability.
- The ability to handle and protect sensitive, confidential material.
- Committed to upholding the highest level of customer service and stewardship.
- Ability to work independently, problem solve, take initiative, set priorities, handle multiple projects, and exercise good judgment in an isolated, slow-paced, dynamic, deadline-driven environment.
- Demonstrated ability to build working relationships with individuals of various ages, cultures, socioeconomic backgrounds and abilities.
- Ability and aptitude with Microsoft Office Suite and other technology necessary for successful day-to-day functioning in business environment.
- Reliable transportation, current driver's license and at least minimum WA State driver insurance coverage required.
- Must clear nationwide criminal and CPS background check and driving record background check.

Physical and Mental Requirements:

1. Mental Effort – attention to detail, interacting with other employees verbally and through email, using critical thinking skills to create and edit documents, listen and participate verbally at meetings.
2. Physical Requirements – long periods of sitting, working on a computer, walking to various work areas, going up and down stairs, answering phones, making copies, working with other office/computer equipment, attending meetings and sitting at desk or table while listening, talking and taking notes.
3. Working Conditions – WACAP currently has just two full time staff members. You'll be the third. Our offices are located in SeaTac – and within easy walking distance of the Angle Lake light rail stop.
4. Hybrid (at least 2x per week in office) or full-time onsite, but will consider other options for the right candidate.

Applying for this position: Send **resume, cover letter and responses to the questions below** to jobs@wachildadvocates.org. No phone calls, please.

Please include responses to the following with your application:

One to two paragraph responses for each is sufficient

1. Describe any general differences you've noticed for employees or volunteers when working with/supervising baby boomers, gen-Xers, millennials and gen-Yers.
2. Describe how you lead when you're not in charge.