



## **Children's Advocate** ***Full-Time, Nonexempt***

Are you interested in making a difference in the lives of children and teens facing homelessness? Are you searching for not just a job, but a calling? Door of Hope, a Christian nonprofit that empowers families facing homelessness to transform their lives, is hiring a Children's Advocate to be part of our life-changing work.

The Children's Advocate assists in all aspects of the children's program, early intervention, teen program, and special events. This person must be ministry-minded with a passion for children. The position does require some schedule flexibility, but provides room to grow with the organization. The Children's Advocate will diligently work with children of a variety of ages to nurture a sense of belonging and safety, God-given strengths, and to empower children to grow emotionally, socially, and spiritually.

### **Schedule**

- ~30 hours/week: Monday-Thursday 2-8:30pm; Friday 9am-3:30pm
- Occasional weekends (1 Saturday/month)

### **Responsibilities**

- Prepare, pick up supplies for, and implement scheduled enrichment curriculum bi-weekly under direction of the Youth Coordinator and/or Program Manager
- Communicate regularly with residents and program partners
- Build relationships and rapport with families served
- Organize and distribute requested tangible needs from survey results
- Provide sign-up support for tutoring with School on Wheels and other partner organizations
- Uphold program structure and discipline children when needed in alignment with Door of Hope's discipline philosophy and policies
- Maintain and organize children and teen spaces
- Assist with various administrative tasks (permission slips, flyers, field trip paperwork, etc.)
- Chaperone field trip activities
- Mentor children one on one
- Assist with the youth programming under direction of the Youth Coordinator
- Act as point-person for children's holiday activities, including helping with annual toy drive, Harvest Festival, and Door of Hope Christmas Party
- Perform any other task necessary to support the mission of Door of Hope

### **Qualifications**

- Experience working with children required
- Experience working with children at-risk or children with trauma or teaching experience a plus
- Bachelor's Degree in social work, psychology, education, or similar fields (in-progress or completed) a plus
- Bilingual in Spanish preferred
- Driver's license required
- Ability to lift and carry 30 lbs. required
- Basic understanding of Google Drive and computer literacy
- Ability to organize and teach enrichment curriculum is strongly preferred (ex. drama, music, painting, arts and crafts)

## Compensation & Benefits

- Expected compensation: \$18/hour to \$20/hour depending on experience
- Competitive benefits package including:
  - Paid PTO: 12 sick days, 12 holidays, 10 vacation days (increases over tenure), 5 jury duty days, up to 5 bereavement days
  - Health Insurance: we cover 100% of your premium on our Kaiser Gold HMO, Cigna Oscar Silver EPO, and Anthem Silver PPO plans
  - 403(b): 3% dollar-for-dollar match

## Character (Do you embody Door of Hope's four core values?)

- **Christ-centered**, expressed through:
  - **Faith:** We have an active and personal relationship with Jesus Christ.
  - **Calling:** Out of a sense of calling, we go above and beyond to meet our mission.
  - **Character:** We demonstrate the character of Christ toward colleagues and families.
- **Empowering**, expressed through:
  - **Trust:** We trust one another, believe in one another, and give each other the freedom to take risks. (Mistakes are learning opportunities.)
  - **Accountability:** We nurture God-given strengths through coaching and accountability.
- **Holistic**, expressed through:
  - **Whole Person:** Our emotional, spiritual and personal well-being matter to one another.
  - **Whole Organization:** We are on one team with one mission. (We don't do silos.)
- **Relationship**, expressed through:
  - **Family:** We love, celebrate, and pray with one another.
  - **Reconciliation:** We manage conflict, practice vulnerability, and pursue diversity with honesty and grace.

*\*\*To apply, send your resume and brief cover letter to [jobs@doorofhope.us](mailto:jobs@doorofhope.us). In your cover letter, please explain 1) your understanding of Door of Hope's mission and faith-based nature and 2) why you are the perfect fit for this opening.\*\**