

Events Associate

The Center for Child Protection, a nationally accredited children's advocacy center, is the first stop for children in Travis County who are suspected victims of sexual abuse, physical abuse, neglect and for children who have witnessed a violent crime. The Center is a child-friendly, specially-equipped facility where children go for recorded forensic interviews, medical exams, counseling and intervention during the investigation and prosecution of child abuse cases. It is the only nonprofit in Travis County involved in the investigation of crimes against children. All services are provided to children and their protective caregivers at no charge and most are available in English and Spanish.

The Center seeks an Events Associate to be responsible for providing administrative and logistical activities in preparation of, during and after fundraising events. Duties include sponsor communication, auction soliciting, donation tracking, committee administrative tasks, on-site set-up and support, volunteer oversight and other logistical details related to fundraising events. Additional duties may include acknowledging gifts, securing vendors, managing mailings, event marketing, data entry and record keeping. Requirements include a college degree and two years of work experience.

Click here to view the full job description. To apply, please email resume to Jolie Cady at employment@centerforchildprotection.org.

KNOWLEDGE, SKILLS AND ABILITIES

- Detail-oriented and strong attention to accuracy
- Excellent communication and writing skills
- Ability to organize multiple tasks while maintaining efficiency
- Ability to work within a staff team
- Strong critical-thinking skills