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Happy Trails for Kids is a non-profit organization that aims to provide stability, self-esteem and a sense of community to children in the California foster care system. By offering adventurous overnight activities supplemented by year-round reunion events, Happy Trails strives to be a consistent and enriching influence on the lives of a vulnerable and overlooked segment of the youth population.

SPECIFIC RESPONSIBILITIES:

- Create and manage organization's database for program participants, staff, volunteers and donors
- Assist in planning and coordination of special events for foster youth ages 8-13 years
- Support development of summer camp program for foster youth ages 8-13 years
- Participate in a Board of Directors/Volunteer Committee – Programs, Marketing & Branding or Fundraising & Partnerships
- Perform a variety of administrative duties to support President and Camp Director
- Perform other relevant duties as assigned

QUALIFICATIONS:

- Must be at least 18 years of age
- Current enrollment or completion of Associate's or Bachelor's degree required
- Must be available 3-10 hours per week for a minimum of 3 months
- Interest and commitment in supporting youth in foster care
- Strong working knowledge of Word, Excel, Outlook and Access
- Highly organized, able to balance and prioritize multiple tasks
- Self-directed and able to work cooperatively with staff and volunteers
- Able to communicate clearly and concisely, both verbally and in writing
- Available to work some evenings and weekends

BENEFITS:

- Compensation – To be determined

TO APPLY: Please submit resume with cover letter to Susan Abrams at susan@happytrailsforkids or fax to 310-207-4019