Business Volunteers Unlimited is pleased to announce a Fellow Opportunity with Canopy Child Advocacy Center

Canopy Child Advocacy Center is seeking an experienced human resources consultant to help build capacity and infrastructure within the organization. The purpose of this project is to assist Canopy Child Advocacy Center, a newly formed and growing 501c3, with establishing relevant policies and updating the current agency policy manual, informing HR best practices, and creating an onboarding and training process for new hires.

Canopy’s team includes several agencies that work in close collaboration to ensure a timely and appropriate response to the needs of children and families. Coordinated investigations are conducted through the center to arrange services that provide justice and healing. By arranging the investigation process in one location, this practice reduces trauma by ensuring that the child does not have to repeat their story.

To learn more about Canopy Child Advocacy Center, please visit https://www.canopycac.org/

Fellow role will include:

- Learn the history of CACs, CANOPY, and its role within the community to help guide project outcomes
- Review policy manual and provide suggestions for policy manual improvement
- Assist in writing and amending agreed upon policies
- Assist with creating a comprehensive onboarding and training process for new hires
- Research and provide HR best practices and laws
- Review job descriptions and update as needed
- Assist with recruitment to fill open positions including creating job postings and following up with responses to those that meet qualifications
- Conduct initial phone screening of candidates for open positions
- Schedule interviews in conjunction with availability of Canopy management for potential new hires
- Review current employee performance evaluation procedure and modify to align with best practice and what suits Canopy’s organizational needs

Term: 500 hours (April 2022-October 2022 flexible)  
Location: 1711 East 27th St. Cleveland, OH 44114 (virtually or in person)  
Stipend: $10,000

The ideal candidate will have significant professional experience in human resources. Experience in the nonprofit sector is a plus.

To be considered for this opportunity, please contact Sarah Castle (scastle@bvuvolunteers.org) for application materials.

The BVU Fellows Program matches the talents of highly skilled professionals with local nonprofits to engage a transformative project that benefits the community. For more information, visit our webpage BVU.