



**Job Title: Adoptee Programs Coordinator (Full Time)**

**Salary Range:** \$43,000 - \$45,000

**Location:** Centennial, CO (On-Site/Hybrid/Remote options available)

**Organization:** CCAI/The Park Adoption Community Center

**Supervised By:** Executive Director of The Park

**Organization Background:** The Park Adoption Community Center is the post-adoption arm of CCAI, a licensed 501c3 non-profit organization. CCAI exists to find loving and permanent homes for abandoned/orphaned children, to offer humanitarian assistance to orphans around the world, and to provide lifelong cultural, educational, and emotional support for adopted individuals and their families. Founded in 1992, CCAI is one of the world's leading international adoption agencies and has helped realize more than 13,300 children's dreams with forever families in all fifty U.S. states and fifteen countries.

CCAI believes that the completion of an adoption is just the beginning of an agency's responsibility to adoptees and their families. The Park exists to provide lifelong resources that help empower and nurture adopted individuals and their families to grow and thrive through community connection, cultural awareness, and outreach programs.

**Job Goal:** The Park is seeking a highly motivated, self-directed Adoptee Programs Coordinator to provide first-class professional and personal services to the adoptees and their community. The Adoptee Programs Coordinator will be responsible for the creation, management, and facilitation of programs designed to support adoptees of all ages. This role will focus on building a strong sense of community among adoptees, developing relevant resources, organizing activities that promote personal well-being and peer connection, and ensuring that all such events run smoothly and successfully. The ideal candidate is passionate about adoptee advocacy, experienced in program coordination, and committed to fostering an inclusive, welcoming environment for all participants.

**Qualifications:**

- BA/BS required; Bachelor's degree in Social Work, Education, or Communication a bonus
- Minimum 2 years of professional work experience; Experience in program coordination, event planning, or community outreach preferred (specifically in adoption-related settings is a plus)
- Adopted individual or individual with lived experience in foster care/adoption preferred
- Strong interpersonal skills, with the ability to build relationships and communicate effectively with diverse groups of people with ease
- Proven ability to manage multiple projects and tasks simultaneously, with strong organizational and time-management skills
- Excellent written and verbal communication skills
- Empathy, cultural sensitivity, and a passion for supporting adoptees in their personal journeys
- Proficient in computer use and familiar with Microsoft 365 and Google Drive. Experience with design tools such as Adobe or Canva is beneficial, but not required.

- Strong belief in and passion for adoption community support

#### **Responsibilities:**

- Develop and implement programming tailored to the needs and interests of the adoptee community
- Plan and execute in-person and online community-building events such as camps, social events, and collaborative projects – manage budget, secure contracts and insurance policies, and manage event reconciliation
- Facilitate initiatives that promote adoptee leadership building, peer-to-peer support, engagement, and volunteer opportunities
- Outreach and cultivate new partnerships to promote broad community participation and engagement
- Regularly assess program effectiveness through community feedback and surveys
- Recruit, train, and oversee volunteers; collaborating across teams, regions, and time zones
- Other related duties as assigned by the Executive Director

#### **Why Join Us?**

- **Meaningful Work:** Be part of an organization that makes a real difference in the lives of adoptees and their families by fostering community, connection, and personal growth.
- **Supportive Environment:** Join a passionate and dedicated team of professionals who are committed to creating a welcoming, inclusive, and empowering space for all.
- **Professional Growth:** Take advantage of opportunities for professional development and personal growth through training, mentorship, and hands-on experience in program coordination and community outreach.
- **Collaborative Culture:** Work in a collaborative and flexible environment where your ideas, contributions, and passion are valued and encouraged.
- **Impactful Programs:** Play a key role in designing and implementing programs that address the unique needs and challenges of adoptees, helping to shape their experiences and support their journeys.

#### **How to Apply:**

Interested candidates should submit their resume and a cover letter explaining their interest in the position and relevant experience to [careers@theparkcommunity.org](mailto:careers@theparkcommunity.org) by October 15, 2024.

The Park is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.