



**Job Title:** Coordinator, Adoptee Programs

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

**Time Commitment:** Full Time

**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 13,200 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, wellness, and outreach programs.

**Job Goal:** The Park is seeking a highly motivated, self-directed teammate to provide first-class professional and personal service to adoptees and their community, functioning as an effective coordinator between The Park and its partners, contractors, volunteers, donors, sponsors, and community members for the goal of archiving the success of our adoptee-centered programs. This position is responsible for maintaining existing adoptee support programming, developing and implementing new adoptee support programming, and ensuring that all such events run smoothly and successfully.

**Qualifications:**

- BA/BS required
- Adopted individual, individual with lived experience in foster care/adoption, or adoptive sibling preferred
- 3+ years of professional work experience preferred
- Excellent written and verbal communication skills. Skilled in professional communication in the office setting, and ability to communicate warmly and professionally with community members of all ages, backgrounds, and beliefs
- 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.
- Experience with adoption community work is beneficial but not required
- Strong interpersonal skills
- Strong belief and passion for adoption community support
- Grounded and organized, yet flexible and open to the changing demands of a small organization
- Willing to step into tasks as needed
- Possess excellent organization and time management skills
- Must be a strong advocate for adoption community work



**Responsibilities:**

- Together with Executive Director, develop and implement curriculum for adoptee-centered programming and events
- Outreach and cultivate new partnerships, volunteers, and participants
- Event facilitation and coordination – manage budgets; coordinate promotions; manage event registration, data entry, and documentation; secure contracts, insurance, and any pertinent documents; and oversee event reconciliation.
- Manage volunteers; collaborating across teams, regions, and time zones
- Communicate organization mission, vision, values, and impact with a diverse set of audiences
- Maintain existing donor and volunteer relationships, recognize their contributions, and cultivate new leads
- Other related duties as assigned by the Executive Director