



# THE PARK

ADOPTION COMMUNITY CENTER

CCAI is proud to announce that in January 2019, we will unveil a brand new adoption community center, The Park. This center combines CCAI's current post-adoption programming of Adopteen, Joyous Chinese Cultural School, MyTaproot, and Heritage Tours all under one roof, while also creating an expansive and ambitious slate of brand new programming for the entire adoption community.

**Location:** Centennial, CO

**Job Title:** The Park Program Assistant

**Supervised By:** The Park Development Manager

**Type:** Part Time

**Start Date:** Immediate

**Salary:** \$14/hour

**Company Information:** CCAI Adoption Services, a nonprofit organization, has been working in the interest of abandoned Chinese children since 1992, and has since expanded their mission beyond China. More than 12,000 children have been placed through CCAI's adoption programs and tens of thousands more have been reached through the Children's Charity Fund, providing food, clothing, medical care, education, training and foster care for those children still waiting in orphanages. Additionally, CCAI fosters a legacy of support throughout the adoption journey with post-adoption resources manifested in The Park Adoption Community Center, creating a support community that extends far beyond adoption.

**Job Summary:** The Park Adoption Community Center is looking for a passionate, highly-organized Program Assistant to join our team. This is a part-time (with the potential for full-time as our organization and position responsibilities grow) position working closely with all staff members, volunteers, and patrons at The Park. The Program Assistant will work with programming staff to ensure all programs run smoothly and that patrons are receiving quality support. Successful applicants will be very detail-oriented, organized, and comfortable communicating competently with the entire adoption community through email, phone, and in person. Individual should be highly motivated, self-directed with excellent organization and time management skills, as well as a strong advocate for the growth and cultivation of the adoption community.

**Qualifications:**

- Associate's Degree required
- Personal connection to adoption (adoptee, adoptive relative, etc) strongly preferred
- Excellent written and verbal communication skills. Skilled in professional communication in the office setting, and ability to communicate effectively with individuals of all ages
- Proficient in computer use: Familiar with Microsoft suite, Google Drive – experience with databases preferred
- Strong organizational skills and ability to multitask
- Strong knowledge and connection to the adoption community and strong belief and passion for adoption and adoptive families
- Must be willing and able to work a non-traditional work schedule: fulfillment of Program Assistant responsibilities will require a regular schedule of weekends and nights (specifically, Program Assistant will be expected to work most Thursday nights and Saturday mornings between September and May, plus additional program nights as needed).

**Responsibilities:**

- Serve as first point-of-contact for all patrons and vendors
- Manage Park calendar
- Create and organize forms such as sign-in and check-out for all Park programs
- Collect and maintain documents for all Park programming
- Maintain and organize Park program inventory
- Collect and deposit fees for all Park programming
- Assist in maintaining order and cleanliness of all Park facilities including classrooms, bathrooms, storage rooms, and community areas as needed
- Ship and maintain inventory for The Park shop, as well as operate the physical Park shop location during events
- Assist as needed for all Park events and programs
- Act as supervisor as needed for Park volunteers

**Part Time position is 20-25 hours per week, Tuesday – Saturday.**

**How to Apply:**

Interested candidates should submit a resume and cover letter addressing the specific requirements of the position to Adam Alberti-Powell at [adam@adopteen.org](mailto:adam@adopteen.org) with subject title Program Assistant Application.