

JOB TITLE: Adoption Community Center Program Coordinator

SUPERVISED BY: Community Center Development Manager

QUALIFICATIONS:

1. Bachelor's Degree required
2. Personal connection to adoption (adoptee, adoptive relative, etc) strongly preferred
3. Excellent written and verbal communication skills. Skilled in professional communication in the office setting, and ability to communicate effectively with parents and adoptees of all ages
4. Proficient in computer use: Familiar with Microsoft suite, Google Drive - experience with databases preferred
5. Strong organizational skills and ability to multitask
6. Strong leadership skills; comfortable and capable overseeing a team and providing direction
7. Strong knowledge and connection to the national adoption community and strong belief and passion for adoption and adoptive families
8. Must be willing and able to work a non-traditional work schedule: fulfillment of Program Coordinator responsibilities will require working often on weekends and nights, and occasional travel
9. Position is based in Centennial, CO and cannot be done remotely

RESPONSIBILITIES:

- Together with Development Manager, develop and implement curriculum for non-cultural community center programming and events
- Act as the on-the-ground leader and emcee of all non-cultural community center programming and events
- Oversee daily operations of non-cultural programming and events
- Seek out and maintain relationships with volunteers, interns, and contracted staff to assist in execution of programming
- Procurement of curriculum and programming materials
- Act as supervisor of all non-cultural volunteers, interns, and contracted staff, including obtaining payroll and HR information for various contractors and fulfilling volunteer verification and clearance requirements if needed
- Assist the Development Manager with fundraising and grant writing as needed

COMPENSATION:

This is a full-time position with a comprehensive benefits package including health, dental, paid holidays, and 401K. Salary is non-negotiable and starts at \$35,000.

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 with subject title Program Coordinator Application.