



[www.AdoptionNetwork.org](http://www.AdoptionNetwork.org)

### **Administrative and Project Specialist - Full-Time**

**Department: Administration**

**Supervisor: Director of Finance and Operations**

**FLSA Status: Exempt**

#### **Background of Organization**

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents), youth in foster care, foster parents, kinship parents, siblings and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy and law.

#### **Job Summary**

The Administrative and Project Specialist provides a broad range of support in managing the operations/activities of the Executive Director and Director of Programs as well as the other director level staff. In addition, the Administrative and Project Specialist provides high-level support by conducting research, preparing statistical reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. He or she takes a lead role in project and organizational management. The Administrative and Project Specialist is integral to the smooth operation of the Adoption Network Cleveland office.

#### **Responsibilities**

- Design and maintain databases and spreadsheets for purposes of program evaluation.
- Collect, analyze and verify program and other data for accuracy and completeness and use to prepare reports and documents.
- Assist with developing and documenting new program areas through conducting research, literature review, planning and examining best practices.
- Manage and maintain executives' schedules and appointments.

- Arrange and coordinate meetings, events, employee team building activities, and special projects.
- Prepare and edit correspondence, communications, presentations and other documents.
- Compile reports for, plan for, and attend bi-monthly meetings of the Board of Directors.
- Record, transcribe and distribute minutes of meetings.
- Receive and interact with incoming visitors.
- Assist with public policy and advocacy initiatives, including researching and tracking legislation.
- Enhance interdepartmental communication and cooperation.
- Interact with external clients, the Board of Directors and other constituents.
- Coordinate project-based work.
- Serve as backup for tasks associated with hosting Ohio Child Welfare Training Program sessions.
- Monitor, screen, respond to and distribute incoming communications, including phone calls to the main line.
- Act as a resource for and a support to the Administrative Assistant and Receptionist; take active role in coordinating work to facilitate smooth office workflow.
- Review operating practices and implement improvements where necessary.
- Maintain office equipment; assist in office equipment purchasing.
- Oversee and direct volunteers.
- Promote organizational membership.
- Other duties as assigned.

#### Qualifications

- Bachelor's degree required, Master's degree a plus.
- At least 2-4 years of relevant experience.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel and Outlook). **Intermediate Excel skills a must.** Scheduling appointments/updating calendars in Outlook a must.
- Experience with donor database(s) and/or CRM database(s) preferred – experience with DonorPerfect a plus.
- Excellent oral, written and verbal communication skills.
- Must be able to translate concepts into results.
- Must be able to exercise independent judgment, work with minimal supervision and handle highly confidential and sensitive information.
- Must have strong interpersonal skills and a demonstrated ability to communicate and interact effectively with peers, management, representatives and the public.
- Must be able to work as a member of a team and independently.
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Culturally competent, sound judgment.

- Ability to develop a passion for the mission of Adoption Network Cleveland.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.

**In addition, the selected candidate:**

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required).
- Must have reliable transportation.
- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours.
- Must have a neat appearance.
- Must successfully complete fingerprinting and background check.

**Work Hours**

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

**Compensation and Benefits**

Competitive salary. Benefits include employer-paid short-term and long-term disability insurance and life insurance; organization-provided health insurance with organization health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity

**Equal Employment Opportunity Statement**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, gender, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.

**To apply:** Send Resume and Cover Letter with salary requirements to [HR-Dept@adoptionnetwork.org](mailto:HR-Dept@adoptionnetwork.org). First consideration will be given to applications received by May 13, 2018. Open until filled.