



Job Posting
Program Lead
Search, Adult Adoptees, Birth Family and DNA Discoveries

Department: Program
Supervisor: Director of Programs
Telework: Partially Remote Available

About Us

Adoption Network Cleveland recognizes adoption as a complex, lifelong, and intergenerational journey for all those whose lives are impacted by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birth parents, and adoptive parents), and others impacted by family separation. 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.

We support both a hyper-local and national void in the advocacy, education, and support for our community. With a team of eleven full-time staff members, approximately 150 volunteers, and a stable budget of almost \$1M, our team members see the impact of their work every day.

Job Summary

The opening for Program Lead in Search, Adult Adoptees, Birth Family, and DNA Discoveries is a unique opportunity to have a significant direct impact on people's lives and on the community. The Program Lead designs and implements the programs and services of Adoption Network Cleveland for adoptees, birth parents, siblings, and other separated family members, including support services and search assistance. The Program Lead trains and supervises volunteers in related areas, utilizing the talents of two long-standing volunteer teams.

What You'll Do

- Coordinate and oversee all aspects of the Search and DNA Assistance Program for adoption triad members, including but not limited to one-on-one search assistance, DNA search assistance, training, retaining and supervising volunteers, responding to search inquiries, and follow-up phone calls and emails.

- Coordinate the General Support and Discussion Meetings, DNA Discovery Support Meetings and Birth Mother Support Meetings, including but not limited to recruiting, training, retaining, and supervising volunteer facilitators, arranging meeting sites, promoting organizational membership and ensuring meeting dates are communicated to the membership and other interested parties.
- Respond to Information Requests from all members of the adoption triad and other family separation-related calls.
- Collect data and generate reports about outcomes and other information for use in evaluating quality and trends in program offerings.
- Prepare quarterly reports summarizing the status of all active search cases.
- Research and advise the Director of Programs on best practices, documented long-term outcomes relevant to organization's search program and other programming for impacted community members.
- Identify and implement current search techniques designed to yield team cost and time savings.
- Promote and track organizational membership among people served.
- Input and manage CRM records for all contacts.
- Oversee and prepare the program evaluation as scheduled for all programs overseen.
- Recruit, train and oversee volunteers serving in programs. Utilizes volunteers whenever possible.
- Attend training and workshop as it relates to job responsibilities.
- Other duties as assigned.

About You

- Bachelor's degree or equivalent experience, required.
- 2+ years of work experience in social or human services field, required.
- Experience in genealogy and genetic genealogy, required.
- 1+ year of team leadership or management experience (in professional role or volunteer position), preferred.
- Experience excelling both as a team member, and a team leader.
- Demonstrated strong communication skills (verbal and written).
- Passion for and ability to manage multiple projects, audiences, and timelines effectively.
- Exhibited a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Knowledge of issues within the lifelong journey of adoption, and passion for our mission, values, and vision.
- Persons with lived experience in adoption, foster or kinship care are encouraged to apply.

Core Competencies

- Judgment
- Team building
- Global and Cultural Effectiveness

- Organization
- Follow-through
- Detail-orientation
- Self-starter / Initiative

Additional Skills

- Microsoft Office
- Maintain flexible schedule including evening and some weekend hours
- Clean driving record, as well as maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required).
- Complete BCI (cost covered by Adoption Network Cleveland)

Work Hours

Full-Time, flexible hours, partially remote if desired. Job sharing or creative approaches will be considered.

Compensation and Benefits

Competitive salary. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off.

TO APPLY

Send Cover Letter and Resume to **HR-Dept@AdoptionNetwork.org**. First consideration given to applicants who apply by Sunday, November 13, 2022. Open until filled.

At Adoption Network Cleveland, we appreciate, find great value in, and read first our candidate's cover letters. Please be sure your letter demonstrates 1) your interest in this position, 2) how your values align with our mission, 3) a highlight of your professional and/or personal achievements that have relevance to your ability to perform the role's duties, and 4) your salary expectations.

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, gender identity, gender expression, genetic information, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.