



THE OHIO FAMILY CONNECTION  
Advocate • Educate • Support

## Job Posting

### Program Coordinator - Search, Adult Adoptees, Birth Family, and DNA Discoveries

**Department:** Programs

**Supervisor:** Director of Programs

**FLSA Status:** Full-Time, Exempt

**Starting Salary:** \$38,000 - \$41,000

#### 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 constellation including 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 local and national needs through advocacy, education, and support for our community. With a team of twelve full-time staff members and approximately 150 volunteers, our team members see the impact of their work every day.

#### Job Summary

The Program Coordinator for Adult Adoptees, Birth Families, and DNA Discoveries delivers and supports programs and services for birth parents, adult adoptees, siblings, donor conceived people, and other separated family members. This position is ideal for someone who brings **experience in genealogy or genetic genealogy** and who understands that adoption-related searches are not just technical—they are deeply human, emotional, and transformational. Core responsibilities include search assistance, support group coordination, volunteer leadership, data management, and collaboration across ANC programs. The role works closely with long-standing volunteer teams and plays a vital part in delivering compassionate, high-quality service.

## **What You'll Do**

### Search Program Management

- Coordinate all aspects of the Search Program, including one-on-one and DNA-based search assistance, follow-up communications, and inquiry response.
- Recruit, train, supervise, and support skilled search volunteers.
- Communicate with constituents throughout their search cases, acting as a liaison between search volunteers and members.
- Identify and implement up-to-date search techniques that improve efficiency and outcomes.
- Research best practices and long-term outcomes relevant to search and other programming.

### Support Group Coordination

- Coordinate and oversee support groups, including General Support and Discussion Meetings, Birth Mother Support Group, DNA Discovery Support Group, and Transnational Adoptee Support Group.
- Recruit, train, supervise, support, and maintain communication with group facilitators.
- Provide substitute facilitator coverage as needed and ensure smooth program operations.
- Lead quarterly Facilitator Exchange meetings to promote collaboration and development.

### Community Support & Direct Service

- Respond to information and support requests from members of the adoption constellation and others affected by family separation.
- Promote and track organizational membership among program participants.

### Data, Reporting & Donor Perfect Management

- Maintain tracking spreadsheets and records for search inquiries and member cases.
- Utilize database to record electronic documentation of all calls, program participation, and interactions.
- Collect data and generate reports to evaluate program quality and trends.
- Lead scheduled program evaluations.

### Cross-Program Collaboration & Development

- Participate in cross-training as needed.

- Strengthen interdepartmental communication and collaboration.
- Attend training and workshops relevant to program responsibilities.
- Perform other responsibilities as assigned.

### **About You**

- 2+ years of experience in social or human services.
- Experience in research, genealogy or genetic genealogy.
- At least 1 year of team leadership or management experience preferred.
- Bachelor's degree or equivalent experience required.
- Strong verbal and written communication skills.
- Proven ability to manage multiple projects, audiences, and timelines.
- Demonstrated commitment to diversity, equity, and inclusion.
- Knowledge of adoption-related issues and alignment with ANC's mission.
- Proficiency in Microsoft Office.
- A passion for the mission of Adoption Network Cleveland. 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-oriented
- Self-starter / Initiative

### **Additional Requirements**

- Flexible schedule, including some evening and occasional weekend work.
- Clean driving record, auto insurance, and reliable transportation.
- Completion of BCI background check.

**Work Hours:** Full-Time, flexible hours, partially remote if desired.

**Benefits:** Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

## **TO APPLY**

Send Cover Letter and Resume to [HR-Dept@AdoptionNetwork.org](mailto:HR-Dept@AdoptionNetwork.org). First consideration will be given to those who apply by March 31, 2026. Open until filled.

At Adoption Network Cleveland, we appreciate, value greatly, and read first our candidates' cover letters. Please be sure your letter demonstrates:

1. Your interest in this position,
2. How your values align with our mission,
3. 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.*