

JOB DESCRIPTION

Title: Birth Parent Outreach Coordinator, Upstate New York (Part Time)

Reports to: Associate Director, Program Outreach, and Inquiry

Department: Domestic and Special Needs Adoption

I. Primary Purpose:

This position will be responsible for implementing Spence-Chapin's Domestic and Special Needs Adoption Program's outreach efforts in Upstate, New York, targeting the full range of providers serving women who are facing an unplanned pregnancy. Primary focus will be on (but not limited to) the following counties: Ulster, Sullivan, Orange, Dutchess, Rockland, Westchester, Albany, Schenectady, Broom, Oneida, Onondaga, Chenango.

Working closely with the domestic adoption team, the candidate will assist in the execution of outreach strategy focused on women's health and the role that adoption plays in the spectrum of choices facing them and their families. The Coordinator's role is to promote Spence-Chapin's options counselling services for biological parents considering adoption, advance community awareness of adoption, and increase referrals to Spence-Chapin. An integral part of the role is building relationships with relevant health care and social service organizations, and the general adoption community, as well as to participate in outreach visits, conferences, and community events as needed.

This position will require field work and travel across the state of New York. This is a part time position (approximately 14- 21 hours per week) and will pay an hourly rate.

II. Key Performance Indicators:

- Strengthen existing relationships and take initiative to identify and build new relationships with healthcare and social service organizations through phone calls, emails, direct mail, site visits, community events and in-service presentations.
- Promote understanding of adoption and birth parent services provided by Spence-Chapin by producing and conducting educational presentations (virtual and in person) to hospitals, women's health centers and other social service providers.
- Research potential leads and trends to assist with the goals of obtaining in-person meetings and presentation opportunities with professionals interacting with women and couples considering their options during pregnancy.
- Participate in conferences and networking events related to women's issues and/or maternal health.
- Assist with the purchase and packaging of promotional materials and supplies needed for marketing and outreach at events.
- Provide general administrative support for outreach team as needed.

Education & Experience:

- Bachelor's degree required, BSW or study in related field a plus.
- Experience in community outreach, marketing and/or customer service preferred

Key Competencies:

- Strong public speaking, presentation skills, networking skills required.
- Strong written and verbal skills, as well as strong telephone etiquette.
- Knowledge of hospital and healthcare systems preferred.
- Familiarity with maternal healthcare, adoption, social-work and/or related area a plus.
- Ability to work both collaboratively and independently.
- Bilingual a plus: Proficiency in Spanish, French, Haitian Creole, Bengali, Polish, Korean, or Arabic a plus.

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Technical Skills:

- MS Suite–Proficiency in Excel, Word, and Outlook required.
- Knowledge of social media platforms preferred.
- Valid driver’s license and use of personal car required.

We reserve the right to add or remove assigned duties and responsibilities to the job description upon discretion of change and need.