

JOB DESCRIPTION



Title: Coordinator, Granny & Program Expansion

Reports to: Senior Director, International Adoption, Humanitarian Aid & Outreach

Department: International Adoption and Humanitarian Aid

I. Primary Purpose

Since 1998, Spence-Chapin's Granny Program has helped children living in institutions meet their potential by pairing young children with a dedicated caregiver who provides one-on-one attention and supports their development; in 2019 that program expanded to include a Mentorship Program serving teens and young adults in institutional care.

The Coordinator ensures that the program model is faithfully implemented and that reporting metrics are timely collected. This role requires regular communication with representatives of institutions abroad and offers a dynamic opportunity to bring Spence-Chapin's mission to the broader community.

The Coordinator will assist in driving the growth and sustainability of the Granny Program by supporting relationship-development with identified institutions in which the program could be implemented, and by supporting in reports to existing funders and applications to new funders.

II. Key Performance Indicators

The below details the primary responsibilities within the role; the Coordinator may additionally perform any other department or organization related duties or special projects as directed by supervisor.

PROGRAM MONITORING:

- Regular communication with Granny Specialists abroad to ensure integrity of the program operation
- Identify needs or gaps in service delivery and propose trainings/services to address those needs
- Ensure that each child's birthday is celebrated and documented via photos
- Ensure receipts and expense documentation are received
- Support pre-adoptive parents in preparing for the experience of a child's transition from institutional care and a Granny attachment figure to family care

PROGRAM REPORTING:

- Ensure that quarterly reports are submitted in accordance with established schedule
- Review quarterly reports and chart the data to quantify children's progress in the program
- Support in drafting reports to major funders to provide updates on the program operation and impact
- Track post-adoption reports and ensure their submission according to reporting intervals; review post-adoption reports to identify how children are transitioning from institutional care to family care

PROGRAM EXPANSION

- Support in the identification of new program sites and establishing relationships in those sites

- Support in applications for grants to sustain current program and fund expansion
- Support in training at new program sites

III. Education & Experience

- BSW or MSW preferred or Bachelor's or Master's Degree in Human Services related field or significant relevant work experience
- Experience in foster care, child welfare, child development, children/families or adoption preferred
- Bilingual (English/Spanish) preferred

IV. Technical Skills

- Proficiency in computer applications, such as Word, Excel, PowerPoint and basic Adobe

V. Key Competencies

- Excellent interpersonal communication, organizational, and writing skills
- Ability to be flexible and work well under pressure
- Ability to multitask and effectively organize, with a strong eye for detail
- Sensitivity to cultural diversity and cross-cultural issues as well as child development
- Ability to work independently and in group settings
- Possess general ability to learn about the complexities inherent to adoption work, including institutionalization, foster care, loss & grief, needs of the children in out-of-home care

VI. Work Environment & Benefits

- This role is a combination of in-office and work-from-home.
- Spence-Chapin offers a great benefits package including health & FSA plans, retirement plan options, life insurance, paid holidays, parental leave, and paid time off.