

JOB DESCRIPTION

Title: Coordinator, Outreach, (NJ)

Reports to: Associate Director of Client & Community Engagement

Department: Birth and Expectant Parent Services

I. Primary Purpose

The Client and Community Engagement Coordinator role is to promote Spence-Chapin's options counseling services for expectant parents considering adoption. An integral part of this position is building relationships with relevant healthcare and social service organizations, conducting outreach visits and attending and tabling community outreach and networking events across New Jersey (and parts of NYC as needed). This position will be based in one of Spence-Chapin's satellite offices in Newark, NJ and must be willing to undergo training at the main office located in the Union Square area of Manhattan until the individual is able to work independently. A hybrid schedule can also be discussed. This is a full-time position with an annual salary range of \$45,000-\$55,000 commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/ adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

II. Key Performance Indicators and Skills

Outreach

- Possess interest and ability to learn about Spence-Chapin's expectant and birth parent services, modern adoption and birth parent perspectives on adoption.
- Strengthen existing relationships and build new relationships with social workers and other professionals at relevant healthcare and social service organizations
- Educate, raise awareness and promote Spence-Chapin's expectant and birth parent services to relevant referral providers through phone calls, emails, direct mail, site visits, community events and in-service presentations.
- Ability to be detailed-oriented and collect data and relevant information to input into database
- Ability to travel to the main office in Manhattan for initial training/shadowing and as needed for meetings or events.
- Generally, job duties will be performed in the Newark office and out in the field, with some flexibility to work from home as well. Occasional evening and weekend hours may be required.
- Must possess ability and willingness to navigate diverse communities and gain a deeper understanding of healthcare and social service systems in New Jersey

I. EDUCATION & EXPERIENCE

- Bachelor or Master's degree in social work, public health or related field is preferred
- Prior experience with outreach to professionals in healthcare or social services preferred
- Bi-lingual- Spanish a plus

II. TECHNICAL SKILLS

- Proficiency in Microsoft Suite products (Word, Excel, Outlook) required
- Clean driver's license and car required
- Knowledge of conducting and attending virtual meetings and webinars

III. KEY COMPETENCIES

- Experience in community outreach or related field
- Ability to take initiative in identifying and building new relationships
- Comfort in meeting and engaging with new people and networking
- Strong communication and written skills
- Ability to work both collaboratively in a team and independently
- Ability to multitask, prioritize to efficiently meet goals and deadlines
- Ability to be flexible and adaptable to tasks
- Ability to seek feedback as needed

To apply: Please send cover letter and resume to recruiting@spence-chapin.org

This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.