

## JOB DESCRIPTION

**Title:** Coordinator, Community Engagement (Part-Time)

**Reports to:** Manager, Community Engagement

**Department:** Post Adoption Services

### **I. Primary Purpose**

The Community Engagement Coordinator role provides an opportunity to be part of an exciting and vibrant community of adopted people and their families. This individual will have administrative as well as client-facing duties working with adoptees and adoptive families within their role in this department. The ideal candidate will support the Manager of Community Engagement, is detail-oriented and can communicate with, engage, and support a diverse population of families. This is a part-time, hybrid position with an hourly rate of \$26-\$28 at 21 hours per week.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and 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. Spence-Chapin has served more than 25,000 children, women, and families through our Domestic and International Adoption Programs, Birth Parent Services, Clinical Services, and International Humanitarian Aid supporting children living in orphanages.

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, a generous PTO and holiday schedule, HRA & FSA plans, life insurance, a 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 over a century has provided critical services to children, women, and families around the world.

### **I. Key Performance Indicators**

- Provide support in event planning for community programs
- Facilitate timely and effective communication with clients through phone, e-mail, and in-person events
- Act as liaison between clients, local communities, vendors, venues and other organizations
- Assist in the development and delivery of community engagement events
- Monitor and support the evaluation of community program outcomes and impact; collect and analyze data
- Perform outreach to prospective partners, as appropriate
- Support program development, operations and execution, including coordinating logistics, monitoring expenses, and maintaining accurate up-to-date information

- Perform any other department or agency-related duties or special projects as directed by supervisor, including but not limited to, conference attendance, presentations, workshops, and trainings

**II. Education & Experience**

- Associate or Bachelor's degree required
- At least 2-3 years of relevant program, administrative and/or project planning experience
- Experience in an administrative support role required
- Experience in working with sensitive populations, particularly children and families preferred
- Knowledge of and sensitivity to cultural diversity and cross-cultural issues

**III. Technical Skills**

- Proficiency in Microsoft Word, Excel, Outlook and Adobe, Canva
- Comfort with other technology including social media, webinars, and video chat
- Experience with database platforms a plus

**IV. Key Competencies**

- Excellent oral and written communication skills
- Strong administrative skills, including robust organization and attention to detail
- Ability to meet deadlines, multitask, and manage competing demands
- Problem-solving mindset with customer-service focus
- Ability to work in a collaborative environment with other departments in the organization
- Occasional weekend or evening work to support onsite events required with notice

**To apply:** Please send cover letter and resume to [recruiting@spence-chapin.org](mailto:recruiting@spence-chapin.org)

***This job description is not intended to detail every aspect of your job 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.***