

## **JOB DESCRIPTION**

**Title:** New York City Outreach Consultant

**Reports to:** Outreach Department

**Department:** Domestic Adoption Programs

### **I. OVERVIEW**

The Outreach Consultant will be responsible for promoting key aspects of Spence-Chapin's Domestic Adoption Programs. Responsibilities include providing education about S-C's Domestic Adoption Program and Birth Parent Services in New York City, support in implementing outreach strategies to recruit prospective birth parent clients. The Outreach Consultant will inform and train local health care professionals, schools, religious organizations, and social service providers about Spence-Chapin's services and adoption programs: collect information and data as instructed to improve Spence-Chapin's outreach efforts. The ideal candidate has excellent organizational, communication, and writing skills and an ability to foster positive relationships with individuals and organizations. This is a consultant position, which requires 2 days per week in the city of New York (Staten Island, Manhattan, Queens, Brooklyn, and the Bronx) not exceeding 14hrs per week unless previously approved by Spence-Chapin. The hourly range is \$30-35hr 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 & SKILLS**

- Recruit clients for Spence-Chapin's Domestic Adoption Program, including women who are pregnant or recently gave birth who need Spence-Chapin's options counseling services;
- Strengthen existing relationships and build new relationships with relevant

healthcare and social service organizations.

- Solicit, book, and conduct training about Spence-Chapin's services for relevant professionals and organizations.
- Educate local schools, religious organizations, and social service providers about Spence-Chapin's services and adoption programs: Collect information and data as instructed to improve Spence-Chapin's outreach efforts
- Build new relationships with healthcare and social service organizations through emails, direct mail, site visits, community events and in-service presentations
- Support in developing and implementing outreach strategy to reach women and couples in need of pregnancy options counseling
- Facilitate introductions to relevant individuals and organizations that can help advance S-C adoption services in New York City
- Identify and perform outreach to programs related to parenting, adoption and pregnancy in the state of New York including hospitals, women's health clinics, social service organizations, schools, etc. whose clientele may benefit from S-C services

### **III. EDUCATION & EXPERIENCE**

- Bachelor's or Master's degree in a related field is preferred
- Minimum of two to four years' experience in child and family services, foster care, or adoption
- Bilingual (English/Spanish) plus

### **IV. TECHNICAL SKILLS**

- MS Office - Proficiency in Word, Excel, and PowerPoint
- Experience with database platforms and entering case notes

### **V. KEY COMPETENCIES**

- Strong oral and written communication, presentation, and interpersonal skills
- Strong organizational skills with ability to meet tight deadlines
- Ability to multitask; strong execution skills; thorough follow-through and attention to detail
- Culturally respectful and informed practice with appreciation for the diversity of family types and structures
- Located in New York City (Staten Island, Manhattan, Queens, Bronx, and Brooklyn)

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