MN ADOPT Job Posting:
Education Coordinator
Central MN Position

MN ADOPT was founded in 1980 with the primary goal of finding homes for Minnesota children in foster care. Today, our mission is to find and strengthen Minnesota adoptive, foster care and kinship families.

We do this by:
- Raising AWARENESS about the need for families for Minnesota children
- Providing INFORMATION AND REFERRAL to those interested in becoming adoptive, foster care, and kinship care families.
- Offering EDUCATION relevant to adoptive, foster and kinship families and the professionals that work with them.
- Providing individualized SUPPORT, GUIDANCE and RESOURCES to foster, adoptive and kinship families.

To learn more about our programming visit our web site at www.mnadopt.org

MN ADOPT is currently hiring for the Education Coordinator Position. This is a full-time, 40-hour per week position, although .8 FTE (32-hour per week) may be considered for the right candidate. The person who fills this position will have the exciting opportunity to collaborate with adoption agencies, Counties, and Tribal agencies across Minnesota in an effort to bring more professionals and families the trainings they need. Duties will include the following:

- Works closely with the Education Program Manager to develop training opportunities across the state.
- Along with Education Program Manager, regularly reviews curriculum to assure training content is up-to-date with current research and legislative changes.
- Identifies and communicates with adoption-competent presenters to provide statewide training and webinars.
- Hosts MN ADOPT's live trainings and webinars, as needed.
- Consults with professionals regarding what MN ADOPT can offer their county, tribe, agency or clients.
- Participates in MN ADOPT work group committees, as assigned.

The following factors will be considered in evaluating candidates:

1. A bachelor’s degree or equivalent experience.
2. Professional understanding of adoption, out-of-home placement, trauma, and attachment histories.
3. Strong interpersonal skills and interacting with diverse populations.
4. Ability to work independently and manage multiple tasks/deadlines.
5. Competence with technology (Microsoft Office, database applications, etc.).
7. This person will office out of their home, and travel to MN ADOPT’s St Paul office at least 4-6 times/year.

MN ADOPT is proud to be an equal opportunity employer and values and celebrates diversity, including differences in sex, age, race, ethnicity, national origin, range of abilities, sexual orientation, gender identity and expression, financial means, education, veteran status, religious beliefs and political perspective. These beliefs apply to MN ADOPT’s programming and hiring practices and are important foundational approaches to our organization. All those interested in applying are encouraged to do so.
MN ADOPT offers competitive salaries and a friendly, flexible work culture with high standards. Interested candidates should send both a cover letter and resume to Stephanie Regnier @ sregnier@mnadopt.org. Resumes will be accepted until June 8, 2020, or until the position is filled.