Position: Full Time International Adoption Coordinator and Marketing Specialist for International Adoption Net (IAN) in Centennial, Colorado.

Job Summary: Adoption Coordinator/Marketing Specialist is responsible for working with adoptive families through their adoption process and marketing/developing new and existing adoption programs to potential families.

Responsibilities include:

- 50% coordinating case load of adoptive families
- 50% Marketing and program development

- Assist clients with paperwork, questions and education of the adoption process.
- Ability to understand and research information about the adoption process for several international Programs (Bulgaria, Ethiopia, Uganda, India, Mexico, China, and domestic).
- Marketing the adoption program to potential adoptive families.
- Being flexible as specific duties may change as the adoption programs grow.
- Ability to self-educate and research ever changing adoption regulations and procedures

Preferred Qualifications:

- Experience working in the adoption process, either in the US or abroad.
- Experience with marketing and networking to reach clients.
- Experience with data tracking and advertising.
- Knowledge of the emotional issues involved with adoption.
- General office skills (computer literacy, typing, filing, etc.)
- Honesty, integrity, and a personable demeanor.

Required Qualifications:

- A Master’s degree from an accredited program of social work or related field. OR Bachelor’s degree in social work or related field, plus two years’ experience directly in the adoption field.
- Experience with family and children’s services or adoption.
- Experience as Placement Supervisor preferred.
- Satisfactory results from CBI or FBI fingerprint check, and no record in the Central Registry of people charged with child abuse.
• Upon hire, three reference letters from unrelated people (one or two must be from the Employer of the applicant regarding:
  • Character
  • Reliability
  • Knowledge of child welfare services and ability to perform functions of the position.
  • Passion for helping children and families through adoption

Starting Salary: Will be determined based on experience.
Job Type: Full-time