

September 2020

DONATE

mnADOPT Insider

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Who is MN ADOPT?

We've been busy hiring our future! Over the next few months, we'll introduce you to all the new faces around MN ADOPT.

Your Photo Here!



Check out our new and exciting employment opportunities, below!

Employment Spotlight



No organization that is focused on supporting and advocating for people springs only from the action of one person. It takes an entire team united behind something important. The old saying 'It takes a village to raise a child' can be beautifully translated to represent our organizations goals – 'It takes a strong, committed team to help support the village that is raising the child!' At MN ADOPT, we:

- Share a collective dedication and commitment to supporting all those touched by adoption
- Work hard
- Laugh a lot (and are known to engage in an office prank or two)
- Seek out opportunities to learn from each other and strengthen our professional community
- Respect each other for the unique skills and personality we bring to the 'table'
- Flexible and family oriented work environment
- And we have the best stocked kitchen around!

MN ADOPT is currently hiring for the Adoption Information Specialist 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 Adoption Information Specialist fulfills a vital role at MN ADOPT, serving as the first point of contact for a large variety of adoption related inquiries.

The person who fills this position will have an opportunity to use interpersonal and problem-solving skills to help members of the adoption and foster care community with varied needs, making referral and connecting people to resources to assist with their individual needs.

Duties will include the following:

- Provide expeditious and knowledgeable response to phone and email inquiries about adoption and foster care from the general public and the professional community. This includes making referrals to adoption, foster

MN ADOPT is currently hiring for the Accountant Position.

This is a .8 FTE, 32-hour per week position.

The Accountant reports to the Executive Director and fulfills a crucial role at MN ADOPT, completing organizational finance and HR functions, including tracking all financial transactions, payroll, grant funding reports, accounts payable/receivable, and organizational HR functions.

The person who fills this position will have an opportunity to use their knowledge and problem-solving skills to help develop and implement updated systems to streamline and create efficiencies related to the organization's financial and HR processes.

Duties of this position will include the following:

- Manage all accounts payable and receivable.
- Provide payroll and human resources functions.

care, and kinship related resources, as appropriate.

- Track all inquiries and actions/referrals given for reporting purposes.
- Track home studies submitted by families and forward them to child workers.
- Connect family and child worker's when licensed families inquire about a child/ren.
- Maintain agency participation within the AdoptUSKids program and respond to inquiries from AdoptUSKids national site.
- Participate in report writing and meetings related to MN ADOPT's grant with the Department of Human Services.
- Participate in community events to raise awareness about MN ADOPT service and the need for adoptive families for Minnesota children under state guardianship.
- Work collaboratively with Zero Kids Waiting team to develop and implement new processes that further increase opportunities to connect waiting children and families.

- Work with Executive Director to develop organizational budget and provide budget monitoring, oversight, and feedback throughout the fiscal year.
- Complete monthly reporting for DHS, organizational leadership and MN ADOPT board of directors.
- Manage online payment/donation portal.
- Work with auditor to prepare accurate financial statements reflecting MN ADOPT income and expense annually as report to the IRS and State of MN.
- Complete ongoing reconciliation of all accounts.
- Prepare financial documents for grant proposals.
- Participate in collaborative organizational initiatives.

Employment Opportunities

Enjoy 20% off September Webinars on us!

Click the link below to see all of our upcoming workshops!



MN ADOPT Workshops

MN ADOPT Workshops The MN ADOPT Education Program promotes the importance of ongoing learning through a variety of in-person and online-based educational offerings focused on topics specific to parenting through adoption, foster care, or kinship...

[Read more](#)

education.mnadopt.org

Be sure to enter code
In\$ider09 at checkout
to save!

Resource Corner

Educational & Online Learning Resources

[MN ZOO - Nature Learning Activities](#)

[Como Zoo Digital Legacy Learning](#)

[Science Museum - Learn From Home](#)

[MN Historical Society - Learn History At Home](#)

[MN Historical Society - Distance Learning Resources](#)

[3M Science At Home Experiments](#)

[Bakken Museum Online Learning Resources](#)

Find more family resources

Community Connections



Thank you to the **Hiway Federal Credit Union** for their partnership and their contribution to our 2nd Annual Back-To-School Fundraiser.

[Learn More](#)

Circus of the Heart



DHS-5579Va-ENG 8-20

REGISTER for Circus of the Heart!

Registered participants will be eligible for the prize drawings and will receive a Circus Box with crafts, activities, and giveaways to coincide with online events.*

[REGISTER](#)

**One registration per household*

Help Make Circus of the Heart a Success!

The 23rd Annual Circus of the Heart is going virtual, and we need your help to make it a success.

- Donate a family or teen prize - the prize giveaway is an event highlight for many of the teens and families who attend Circus of the Heart. With the event moving online, we are specifically seeking prizes that are easily mailed. You can contribute a gift card, certificates or event passes by mailing them to Rachel at the address listed below. You can also make a monetary contribution to be used toward a family or teen prize:

MN ADOPT (attn Rachel Walstad)

Online
Donations

- Nominate someone for our distinguished service award. Each year we highlight both an individual and an organization that have made significant contributions within the Minnesota adoption & kinship communities.

Submit a Nomination

On Race, Racism and Racial Justice

Discussion and experiences regarding race and racism will vary by family, and for some it can be a difficult and sensitive topic to discuss. Below are some resources to help you have meaningful and developmentally appropriate conversations with your children.

Teaching Tolerance

Cultivate positive identity formation, encourage students to confront racial and ethnic injustice, and prepare them to live and work together in a diverse world.

www.tolerance.org

AMAZEworks

AMAZEworks's mission is to champion safety and belonging for all children and families.

www.amazeworks.org

Netflix has introduced Bookmarks: Celebrating Black Voices. Each episode features a children's book about the Black experience written by a Black author and read aloud by a Black celebrity.

<https://www.facebook.com/derrick.barnes.7/videos/10223635278214330/>

<https://www.leeandlow.com/> is a book publisher that is POC owned and specializes in diversity!

For more resources , visit our website: <https://www.mnadopt.org/resources/on-race-racism/>



// CONNECT WITH US //

