



Foster Adopt Minnesota  
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FosterAdoptMN.org

## Outreach and Recruitment Coordinator - Foster Adopt Minnesota

FOSTER ADOPT MN (FAM) 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 website at <https://www.fosteradoptmn.org/>.

**FAM's Zero Kids Waiting Program is expanding and hiring an Outreach and Recruitment Coordinator.** This position is full-time, 40 hours per week. We are currently seeking candidates in the Twin Cities metro area but may consider those outside the metro who are able to travel to our St. Paul office at least once per month. Most FAM staff in the Twin Cities metro area work remotely with the option of working in our St. Paul office, if desired. The Outreach and Recruitment Coordinator position offers opportunity for the right candidate to use creativity, interpersonal skills, and public relationship building to find innovative ways to raise awareness about the need for adoptive, foster care and kinship families.

Responsibilities include:

- Using a creative approach on solution-based outreach efforts focusing on raising awareness about the need for adoptive, foster and kinship families, focusing on diverse communities.
- Managing the administrative side of required release of information paperwork and database tracking for all recruitment events and activities.
- Maintaining data for statewide campaigns and programs that attract and retain foster and adoptive families and create advocates within the community statewide.
- Collaborating and assisting with building diverse community partnerships, including in-person and virtual outreach events.
- Planning recruitment opportunities with local TV, print media, and social media outlets.
- Assisting in coordinating recruitment and matching events with counties and agencies both in-person and virtually.
- Participating in report writing and meetings related to FAM's grant with the Department of Human Services.
- Assisting with other Zero Kids Waiting program projects, as needed.





**The following factors will be considered in evaluating candidates. Please ensure these are clearly outlined in your cover letter and resume:**

- Commitment to FAM's mission and values.
- Bachelor's degree in social work, communications, or related field, or a combination of personal and professional experience that would lend itself to the candidate's success and the enrichment of support provided through this role.
- Strong interpersonal skills with a wide range of diverse individuals and communities.
- Proficient and comfortable with technology and current software applications.
- Knowledge of the Minnesota child welfare system is preferred.
- Ability to adhere to and respect strict confidentiality guidelines.
- Experience in community outreach and/or public relations.
- Attention to detail and strong organizational skills.
- Comfortable presenting and networking with media, community, and business organizations.
- Ability to work productively, efficiently, and independently in home-based and office environments.

### **Diversity & Inclusion**

The youth, families, and professionals served through FOSTER ADOPT MN represent many diverse identities, abilities, lived experiences, beliefs, and perspectives. As an equal opportunity employer, it is vital that our staff reflect and embrace the diversity of the communities we serve. FOSTER ADOPT MN is committed to and continuously building on our ability to provide an inclusive work culture. We encourage and welcome applicants who are diverse in age, sex, race, ethnicity, national origin, abilities, sexual orientation, gender identity and expression, financial means, educational experiences, veteran status, political perspectives, and religious or spiritual beliefs.

**FOSTER ADOPT MN** offers competitive salaries, a flexible, family-friendly work culture, and prioritizes mental wellness and self-care. The high quality, compassionate, knowledgeable, and timely support we provide to the adoptive, foster care, and kinship communities would not be possible without our staff – and we are deeply committed to supporting the needs of our staff so they can provide the best support to the families, children, and professionals we serve.

This is a full-time, 40-hour per week position with benefits. The compensation offered for this position is \$50,000-\$55,000 and will be dependent upon qualifications. If a 0.8 FTE candidate is hired for this position, the compensation will be adjusted accordingly. Foster Adopt Minnesota has a salary structure that takes into consideration position responsibilities and candidate qualifications, with the goal of compensating all our employees equitably in a way that can be supported by our budget. For this reason, we do not negotiate starting salary.

Interested candidates should send both a cover letter and resume to [hire@fosteradoptmn.org](mailto:hire@fosteradoptmn.org). To facilitate an equitable cover letter and resume review process, please ensure your resume clearly lists and describes your work experience, including dates and length of employment. In addition, please use the cover letter as a tool to share how this position aligns with your career and personal goals, and how your skill set and experience may align with our factors for consideration.

We will begin reviewing resumes on **Monday, May 13<sup>th</sup>**, however the position will remain open and resumes and cover letters will be accepted until the position is filled.