**Child Services Coordinator– Boston and Southern Regions**

Massachusetts Adoption Resource Exchange

**Position Summary**:

MARE finds adoptive homes for children and teens waiting in foster care, by attracting potential adoptive families and then helping them navigate the adoption process. These programs also serve to recruit adoptive families for specific waiting children. Major responsibilities of the Child Services Coordinator role include developing, coordinating and administering the individual child recruitment plans for children/teens waiting for adoptive homes who are registered with MARE. This includes registering and profiling a caseload of 100+ waiting children, seeking to identify appropriate family matches, coordinating television, print and web media campaigns, responding to inquiries from prospective families and following the progress of each child toward a successful match. Other responsibilities include answering adoption information questions from the general public, event planning, and community outreach. Regular visits to DCF Area Offices and networking events in the community is required. This is one of 5-6 positions that make up the child services team. This position does not involve direct work with children but rather collaborative work with the Department of Children and Families and contracted adoption agencies on behalf of youth in foster care.

**Qualifications:**

The Child Services Coordinator must have a bachelor's degree and experience in Human Services. Familiarity with the child welfare system and a master’s degree is preferred. The Child Services Coordinator must have strong computer, written and verbal communication, organizational and interpersonal skills. The Child Services Coordinator must be self-motivated and able to work both independently and as a team member. MARE is committed to building a culturally diverse staff and strongly encourages applicants who have demonstrated competence in working with diverse populations. The Child Services Coordinator must have reliable access to a car and be in the field several times per month. Some evening and weekend commitments are required.

Type: Full-time

For consideration, submit resume and cover letter to Associate Director Bridget Chiaruttini at bridgetc@mareinc.org