



Job Description

Adoption Program Coordinator

Join Our Team at Agape Adoptions and Help Us Create Forever Families!

Are you a highly organized and compassionate professional with a passion for helping children find loving homes? Agape Adoptions, a non-profit international adoption agency in Sumner, Washington, is seeking a dedicated **Adoption Program Coordinator** to be a critical part of our mission.

About the Role

This is more than a desk job—it's a chance to be a key part of an incredible journey. As the primary point of contact for families in the dossier phase of their adoption, you will be a guide and a resource, helping them navigate a crucial and exciting stage of the process.

This is a part-time, in-office position (30 - 35 hours per week) with the potential for additional hours based on our caseload. You'll report directly to the Executive Director and work in a flexible, collaborative, and mission-driven environment. Please note remote work is not possible for this position.

What You'll Do

- **Support Families:** Build and maintain strong, trusting relationships with prospective adoptive parents, providing them with guidance and education throughout their adoption process.
- **Manage the Process:** Oversee and manage a caseload of families, tracking their progress and ensuring all daily, weekly, and monthly deadlines are met.
- **Handle Paperwork and Documents:** Provide administrative and clerical support for our international adoption programs, which includes preparing and processing adoption-related documents with state offices and consulates.
- **Ensure Compliance:** Maintain family and child files according to agency and regulatory requirements.
- **Collaborate:** Work closely with other team members, offering support and assistance on various projects as needed, including international travel preparations for families and maintaining databases.

What You'll Bring

- **A Passion for the Mission:** A deep, genuine desire to help children find permanent, loving families is essential.
- **Previous Experience:** A background in administration or coordination, particularly in a service-oriented role.
- **Exceptional Skills:** You should be a detail-oriented, resourceful, and flexible individual with excellent written and verbal communication skills.
- **Team Mentality:** A self-motivated and adaptable mindset with the ability to work independently while also contributing to a supportive team environment.
- **Technical Proficiency:** Knowledge of database management and a strong proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Salary and Benefits

- **Compensation:** This is an hourly position with a competitive wage, commensurate with experience.
- **Paid Time Off:** Employees accumulate PTO based on hours worked.
- **Paid Holidays:** Agape Adoptions offers 12 paid holidays per year.
- **Medical/Dental:** Please note that health and dental benefits are not offered currently.

Ready to Make a Difference?

At Agape Adoptions, we are committed to finding families for children through ethical guidelines and standards. If you are ready to apply your skills and heart to this rewarding work, we encourage you to apply.

Agape Adoptions is a nonprofit, international Adoption Agency in Sumner, Washington, and an Equal Opportunity Employer (EOE).

To Apply: Please email your resume and a letter of interest to agape@agapeadoptions.org. Applications without a letter of interest will not be considered.