



Foster Adopt Minnesota  
2446 University Ave W.  
Suite 140  
St. Paul, MN 55114

612.861.7115  
866.303.6276

[FosterAdoptMN.org](https://www.fosteradoptmn.org)

## Education Program Director- Foster Adopt Minnesota

FOSTER ADOPT MINNESOTA (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 Education Program is hiring a Program Director.** This position is .8 FTE, 32 hours per week, with some weekend and evening work required. We are currently seeking candidates in the Twin Cities metro area; however, candidates from Greater Minnesota that can travel to our St. Paul office on a regular basis will be considered and are encouraged to apply. The Education Director provides essential leadership and oversight to Foster Adopt Minnesota's Education Program, which provides trauma informed educational opportunities for Minnesota's adoption, foster care and kinship communities. The Education Program offerings include live and on-demand webinars, live training, and podcasts geared toward families in all stages of the process, as well as professionals.

### Primary Duties:

- Provides supervision, leadership, and guidance to the Education team to ensure all aspects of the Education Program are operating smoothly and effectively.
- Oversees strategic development of Education Program with focus on utilizing technology tools to enhance user experience and streamline and improve training process.
- Participates in FAM hiring and leadership teams and serves as hiring manager for any open Education Program positions.
- Strategically manages annual training budget and calendar to maximize use of funds in meeting current identified needs of the adoptive, foster and kinship communities.
- Ensures compliance with Education Program duties and requirements, as determined by FAM's contract with the Department of Children, Youth and Families.





- Participates in FAM organizational events and outreach activities, including occasional evening and weekends, and activities in both the metro area and greater Minnesota.
- Serves as primary point of contact for media inquiries related to FAM's Education Program.

### **Desired Characteristics and Experience**

- Bachelor's degree in social work, psychology or related field, or equivalent experience.
- 1-3 years of supervisory or program management in child welfare
- Experience with program development and project management.
- Strong ability to take initiative and work independently.
- Excellent written and verbal communication skills.
- Understanding of Minnesota foster care licensing requirements as they relate to educational needs of families.
- Ability to travel to the FAM St. Paul office six or more times per year.
- Comfort and experience with presentations and public speaking.
- Personal and professional commitment to FAM's mission and DEI work.
- Knowledge and understanding regarding the prevalence of bias in child welfare and how it impacts the communities FAM supports.
- High level of competence with various technology applications, including Office, 365, Zoom, DocuSign, as well as database experience.

### **Diversity & Inclusion**

The youth, families, and professionals served through FAM 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. FAM 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.

**FAM** 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 .8 FTE, 32-hour per week position with benefits. The compensation offered for this .8 FTE position is \$57,000 - \$62,000 and will be dependent upon qualifications. FAM 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 can apply on our website: <https://www.fosteradoptmn.org/about/employment/>

The position will remain open until Monday, January 27, or until filled. To facilitate an equitable resume review process, please ensure your resume clearly lists and describes your work experience, including dates and length of employment.