



Foster Adopt Minnesota
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FosterAdoptMN.org

Foster Adopt Minnesota Job Posting: Education Outreach Coordinator

FOSTER ADOPT MINNESOTA (FAM) was founded in 1980 with the primary goal of finding homes for Minnesota children in foster care. Over 45 years of programming, FOSTER ADOPT MINNESOTA's mission has expanded to include information, education, and support to the Minnesota adoption, foster, and kinship communities.

FOSTER ADOPT MINNESOTA has a variety of programs that support the foster, adoptive and kinship communities, as well as the professionals that support them. To learn more about our programming visit our web site at www.fosteradoptmn.org.

FAM's Education Program is hiring an Education Outreach Coordinator. This is a .8 FTE non-exempt (32 hours per week) position. Most FAM staff work remotely with the option of working in our St. Paul office, if desired. Applicants from across the state may apply; this position requires travel to the metro area several times per year. The Education Outreach Coordinator is responsible for supporting the Education Program through marketing and outreach efforts by creating promotional content, managing several marketing platforms, and working on new development ideas. The Education Outreach Coordinator also provides administrative support to the program including editing webinars and podcasts, managing certificates, posting trainings online and in the webinar library, and collecting, analyzing and reporting on data. The Outreach Coordinator is a member of the Education Team, reports to the Education Program Director and contributes to other committees within Foster Adopt Minnesota.

Primary Job Responsibilities:

- Manages outreach and marketing efforts for all FAM workshops and podcasts, including creating monthly newsletters and posting to social media
- Collaborates with FAM Marketing & Communications Manager for education-related outreach and IT Manager for education related website development
- Works closely with the Education Program director to develop and implement new marketing initiatives
- Creates and manages forms for trainings and webinars including sign-in, evaluation, certificates of attendance, and handouts
- Collects and analyzes data for quarterly reporting to DCYF
- Edits pre-recorded webinars and podcasts using adobe premiere element and upload to website
- Creates and manages webinars on Zoom





- Uses Wordpress to manage Education Program web page, which includes adding pre-recorded webinars and podcasts to the education library
- Hosts live webinars throughout the year
- Completes ongoing evaluation of program through surveys and data analysis
- Leads team in technical guidance including managing Zoom, as well as problem solving technology around live webinars and private database
- Participates in Education team meetings to ensure program is running efficiently and with fidelity
- Serves as the primary contact for clients reaching the Education team
- Participates in FAM organizational events and activities, including some weekend and evening events.

Desired Characteristics and Experience

- Bachelor's degree in human services or related field is preferred
- Experience in child welfare system is preferred
- Must be proficient in using several marketing and web platforms, including Wordpress, Zoom, Microsoft forms, Excel, and social media sites
- Requires a high level of organizational skills and attention to detail, as well as excellent verbal and written communication skills
- Requires ability to work independently as well as effectively collaborate with team members
- Commitment to FOSTER ADOPT MINNESOTA mission and values.
- For both Twin Cities Metro and Greater MN candidates - Ability to participate in 2-4 weekend events throughout the year and to travel to FAM's St. Paul office several times per year, including occasional overnight stays for those outside the Twin Cities metro areas.

Embracing Lived Experience

The youth, families and professionals served through FAM represent a vast array of identities, abilities, lived experiences, beliefs, and perspectives. As an equal opportunity employer, it is vital that our staff reflect and embrace the lived experiences of the communities we serve. FAM is committed to and continuously building on our ability to provide a supportive work culture. We encourage and welcome applicants who vary 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.

Supporting Work-Life Balance

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, 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.



Compensation

This is a .8 FTE non-exempt (32 hour per week) position with benefits. The compensation offered for this position is \$40,000 - \$43,000 and will be dependent upon qualifications. 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 can apply on our website: <https://www.fosteradoptmn.org/about/employment/>

The position will remain open through April 29, or until it is 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.