



Adoption Community of New England, Inc.

Providing adoption education and support since 1967

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PROGRAM DIRECTOR

The Adoption Community of New England, Inc. (ACONE)

ACONE Overview

ACONE is a New England based non-profit organization which is dedicated to helping all persons touched by adoption achieve full and equal participation in society. It educates, supports, and advocates on behalf of all members of the adoption triad: birth parents, adoptive parents, and adopted persons. It assists members through all stages of their adoption-related experience by means of seminars, workshops, support groups, policy statements, legislative advocacy, and other measures. ACONe also works cooperatively with adoption professionals and agencies and presents one of the largest annual adoption conferences in the country to accomplish these goals.

Position Summary

This is a part-time salaried position with flexible hours averaging approximately 20 hours per week. Occasional evening and weekend hours will be required. Position hours will increase for the time frame of two months prior to ACONe's annual spring adoption conference.

Responsibilities

Responsibilities include, but are not limited to:

- Overseeing office operations
- Participating in program development and implementation
- Working closely with Board of Directors and attending Board meetings
- Attending and representing ACONe at professional organization meetings, conferences and other events
- Assisting in organizing and overseeing Annual Conference and Professional Day

Requirements

The ideal candidate for this position will have the following qualifications and characteristics:

- Bachelor's Degree required (Please list other degrees)
- Previous experience in the adoption field along with a dedication and sensitivity to adoption-related issues
- Basic computer knowledge
- High level of professionalism and interpersonal skills
- Self-starter capable of taking initiative and anticipating needs
- Excellent verbal and written communication skills
- Strong organizational skills and attention to detail
- Collaborative approach to work environment

To Apply

Please e-mail resume along with cover letter to info@adoptioncommunityofNE.org

Deadline for submissions is September 15th, 2010.