**POSITION POSTING**

POSITION TITLE: Post Adoption Center Repository Program Director

SUPERVISOR: Vice President - Academy

POSTING DATE: 10/11/2023

EXPIRATION DATE: 11/08/2023

SALARY RANGE: Negotiable

**GENERAL DESCRIPTION**

The National Post Adoption Center is a new five year grant at Spaulding for Children. This position will oversee one aspect of the project- the repository. The grant requires Spaulding to develop a repository of knowledge and best practice related to post adoption. This repository will become a hub for information on promising and evidence-informed practices designed to support families after adoption/guardianship/kinship placement. The repository will contain information developed by the grant partners and consultants as well as link to information already developed. The repository will house tools, best practice guides, catalogue of programs, and state survey information. The repository will also contain community peer groups that adoption professionals can join to promote shared learning. This position will be responsible for developing, maintaining and overseeing the repository to ensure that it is dynamic, meets the needs of adoption professionals and constantly provides new and updated information on post permanency information. The Repository Program Director will work in close collaboration with Spaulding staff, partners and consultants involved with this program- providing leadership around the repository. The Repository Program Director will participate in all partner calls and will work on other areas of the project as assigned.

**PRINCIPLE RESPONSIBILITIES**

**Development of the Repository: During the first year of the project, the repository will need to be created. This includes the structure of the repository as well as the content that is housed within it. Development of the repository will include:**

* Work closely with the website designers to develop the structure of the site and determine the different functionalities that will be available on the site.
* Work closely with designers to make the repository easy to access and navigate as well as graphically pleasing.
* Lead team of partners who are working on the repository to identify existing materials/resources Assemble existing resources and program information
* Lead team of partners who are working to develop new content, including identifying topics, assigning topics, managing timelines for completion editing and design process.
* Develop new content for the repository.
* Update and bring over information from the QIC-AG website.
* Lead development of tools ,lessons learned resources, best and inclusive practice documents catalogue, demographic questionnaire, and survey of states.
* Work closely with NAA to ensure the repository is developed in a manner that is culturally responsive.
* Assist with the development of marketing information for the repository.
* Oversee pilot testing of the repository.

**Maintain and Update the Repository- once the repository is developed it will require constant update, ensuring new information is added and functionality is added based on the T/TA requested by the sites.**

* Oversee the daily operation of the repository.
* Consistently look for new information to add to the repository.
* Facilitate the addition of new content to the repository
* Work with NAA to disseminate information about the repository- finding creative way to get information out about how and why professionals can utilize the repository.
* Attend meetings/conferences and webinars to identify new information that should be added to the repository.
* Keep catalogue of programs updated.
* Keep state survey updated.
* Develop and update tools.
* Check links and any contact information on a regular basis.
* Add/revise the website based on feedback from sites.
* Provide usage reports to partners regarding the use of the repository.

**Develop and Maintain Community Peer Groups- The repository will facilitate topic-based community peer groups to promote shared learning among the sites. Repository Program Director will lead the development of these groups and then coordinate with partners to ensure the groups are running smoothly.**

* Work with the web developers to create a structure for the peer groups.
* Work with the partners to develop a process for the community peer groups.
* Develop a manual regarding the running of the community peer groups.
* Work with partners to determine the topics for the community groups.
* Disseminate information about the community peer groups to the sites to ensure full participation.
* Develop marketing information for the peer groups.
* Facilitate all logistics related to the running of the peer groups including registration, technical support to leaders, dissemination of materials, notes etc.
* Oversee the development of a platform for information sharing.
* Help to identify speakers for the community peer groups.
* Provide usage reports to the partners regarding the community peer groups.

**QUALIFICATIONS**

* Master’s degree in social work or related field
* Five years of experience in child welfare, experience specifically in adoption preferred
* Knowledge of on-line platforms and interactive websites
* Web design is preferred
* Familiarity with post adoption
* Experience in program management

1. Proficiency with Microsoft Word, Power Point, and Microsoft Excel
2. Excellent organizational skills and ability to provide attention to detail
3. Excellent writing skills – curriculum development experience preferred
4. Ability to work independently and be self-directed
5. Excellent interpersonal- able to work in different teams with a shared vision
6. Experience curating information preferred

If interested in this position, please submit a resume and cover letter to the HR Director

jbozarth@spaulding.org

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