



Our mission is caring for foster and adopted children and their grownups by empowering relationships within and between families. In January, we took a big leap and purchased a property in downtown Phoenixville where we can further that mission. Now, it's time to grow our team!

As you imagine joining us, we want you to know:

- We serve and love children, parents, and families as an expression of the faith we share.
- We're a close-knit team who cares a whole lot about each other while serving others. Our own relationships matter.
- A personal connection to foster care and/or adoption isn't essential but is helpful. Our personal connections compel us to serve those in it now.
- It's important to us to access our own experiences while being willing to imagine and work to understand the experience of others. That's how we want to do what we do.

WHAT YOU'D DO ON OUR TEAM

As a small nonprofit, everyone wears a few hats. As we get ready to move into our new space, we expect we will be adding a few more hats to our wardrobe. The way we see it now, the primary contributions you'd make in this role are:

- **Serving families in our Sparrow Family Care Grant program.** We have about 30 families growing their family by adoption who are part of this program. We're committed to caring for them in all sorts of ways until they are home for a full year. You would be the point person for a group of those families.
 - We have structure and systems to help Family Care Partners serve each family well. You would need to be willing to do what we do—use the tools we have already and adapt them for each family—and think with us about how we can do it better and better.
 - We offer what we call pursuing care, meaning that we pursue others relationally. Our hope is to grow a reciprocal relationship where those families feel invited to pursue us when they have a need. But, you'd need to be relationally proactive with others who may not reciprocate in a matched way.
- **Serving the larger organization so that we can better serve children and families.** Our hope is that you would be able to serve with the team by:
 - Event planning. Our biggest event of the year is Together Called, a marriage retreat for foster and adoptive parents each Spring. We want you to help create an experience that encourages, equips, and empowers parents.

- Other event planning. Our existing office space has limited what we can do, but we are excited to be moving into our new building where more can happen. We want you to help make more happen there.
- Fundraising. As a nonprofit, we raise money to do all that we do. We want you to advocate for the organization with passion and authenticity to help us raise the funds we need to keep going and growing. We might ask you to help with grant applications, but grants are only a small part of how we get funded. We'd want you to share the vision and invite people to give monthly and on Giving Tuesday, our largest fundraiser of the year.
- Taking care of things. We need help packing care packages, dropping things off at the post office, straightening up the office, and sweeping up dog hair (we have canine coworkers!).

QUALIFICATIONS

We are looking for someone who

- Can work 10-15 hours a week spread out across the week. Not all of those hours would need to be in our office, but we do want someone who is available to be there regularly.
- Likes people and is liked by people. We're looking for someone who can engage people easily, comfortably, and sensitively.
- Cares about details—not just to get things right, though we do like excellence, but because he or she values intentionality and little things that may go unnoticed but make a big impact.
- Is familiar with adoption, attachment, the impact of trauma, and relational parenting. Some familiarity is helpful; but you don't need to be an expert. We want openness and a desire to learn.
- Knows how to use Microsoft Office. You don't need to be an expert in that either, but you should feel comfortable using Word, Excel, and Teams and writing emails (we do a lot of that).
- Wants to learn and grow his or her own relational practice and is open to feedback as part of that process.
- Is willing to balance taking ownership and initiative while working collaboratively.

PAY + BENEFITS

This is a part-time position of about 10-15 hours a week during regular business hours paid hourly. Nonprofits aren't known for their high pay, but we want to compensate you fairly based on education and experience. We also offer a 401K with a match.

To apply, please send your resume with a cover letter to info@sparrowfund.org