



We walk closely with adoptive and foster families to support and strengthen the relationships that carry children and their grownups forward. Last year, 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 our relationship with God.
- 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 adoption and/or foster care matters in this specific role.
- It's important to us to draw from our own experiences while being willing to imagine and work hard 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. The primary contributions you'd make in this role are to:

Serve families in our Family Care 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 as a family 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.

Serve 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 through:

- **Together Called.** Our biggest event of the year is a marriage retreat for foster and adoptive parents each Spring. We want you to be part of that and help create an experience that encourages, equips, and empowers parents.
- **Other in-person and virtual experiences.** We are excited to have a beautiful space where more can happen. We want you to help make more happen here.
- **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'd want you to share the vision and invite people to give monthly and on Giving Tuesday, our largest fundraiser of the year.

QUALIFICATIONS

We are looking for someone who

- Can work 10-15 hours a week spread out across the week. Not all of those hours need to be in our Phoenixville office, but we want someone who can be here 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 connected to adoption and is familiar with attachment, the impact of trauma, and relational parenting. Familiarity is helpful; but you don't need to be an expert. We want openness and a desire to learn.
- 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 with working collaboratively.
- 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).

PAY + BENEFITS

This 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