



## Please Post

Date: July 16, 2010

Job Opening available immediately: **Child Services Coordinator**

Employer: Massachusetts Adoption Resource Exchange, Inc.  
45 Franklin Street  
Boston, MA 02110  
(617) 542-3678  
[www.mareinc.org](http://www.mareinc.org)

**Job Description:** The Massachusetts Adoption Resource Exchange (MARE), a private non-profit organization that recruits adoptive homes for children in foster care, is seeking a full time **Child Services Coordinator**. Major responsibilities include developing, coordinating and administering the individual child recruitment plans for all of the children waiting for adoptive homes who are registered with MARE from the Northeast and North Central Regions. This includes registering and matching the children, writing child profiles for the Photolisting book and for print media sources, coordinating and attending TV recruitment tapings and monitoring the progress of each child toward a successful match. This is one of the four positions that make up the child services team.

Successful candidates will have a bachelor's degree and some social work experience. Master's degree and familiarity with the child welfare system is preferred. Candidates must have strong computer, written and verbal communication, organizational and interpersonal skills. The ideal candidate must be self-motivated and able to work both independently and as a team member. Access to consistent, reliable personal transportation for in-state travel is also required.

How to Apply: e-mail: [bridgetc@mareinc.org](mailto:bridgetc@mareinc.org)  
Fax: (617) 542-1006  
By mail: to above address, attn: Director of Child and Family Services