



Please Post

Date: January 21, 2010

Job Opening available immediately: **Director of Child & Family Services**

Employer: Massachusetts Adoption Resource Exchange, Inc.
45 Franklin Street
Boston, MA 02110
(617) 542-3678
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 **Director of Child & Family Services**.

This person is responsible for overseeing the day to day operations of the Child Services and Family Support programs. Major responsibilities include: overseeing the major child recruitment functions including registration and matching, photolisting, media recruitment and adoption parties; overseeing the family support services program; supervising all program staff and student interns; and organizing various networking meetings with DCF and private agency staff. In addition, the Director of Child & Family Services represents MARE in a variety of forums that enhance networking and communications on a local, state and national level. This position is a management position reporting to the Executive Director.

Successful candidates will have a master's degree in social work or a related field with at least two years of child welfare experience, preferably in adoption. Excellent oral and written communications skills and supervisory experience are required. The ideal candidate will be self-motivated, have excellent organizational skills and able to work both independently and as a team member. A valid driver's license and the use of a car are also required.

How to Apply: e-mail: lisaf@mareinc.org
Fax: (617) 542-1006
By mail: to above address, attn: Executive Director