



Program Administrator

The Organization:

DC127 is a local initiative that unites churches around the foster care system in Washington, DC. We recruit and support foster and adoptive homes and empower churches to care for vulnerable families who are at risk of being separated by foster care. Safe Families for Children is a national movement that mobilizes congregations and volunteers to prevent children from entering foster care by providing support for families in times of need.

The Position:

DC127 has a small professional team with a large volunteer network, all dedicated to mobilizing the churches of Washington, DC around some of the most vulnerable children in our city. Our Program Administrator will provide support to DC127's programs and volunteer work. The Program Administrator will need to bring organization to a fast-paced environment. They will need to have an ability to organize details, develop systems, and engage with volunteers. This is a part-time position at 25 hours a week with an annual salary of \$22,100. Benefits include assistance with health insurance, dental insurance, and contributions towards retirement funds.

Responsibilities:

- On-ramp volunteers through the background check and application processes
- Coordinate collection and distribution of donated resources
- Plan and support volunteer trainings
- Assist with scheduling team meetings and intakes
- Support staff with coordinating DC127's volunteers, including researching resources, problem solving, and coordinating support events.
- Support staff with developing volunteer and partner communications and events
- Assist with donor appreciation efforts
- Be part of the DC127 team, assisting with operations and being dedicated to moving our overall mission forward

Qualifications:

- Strong commitment to Christ
- Strong commitment to the children and families of Washington, DC
- Experience in administrative support and coordinating moving pieces
- Ability to attend some events on nights and weekends
- Proficiency in Microsoft Word, PowerPoint, Excel
- Successful completion of background checks

If interested, please visit <http://dc127.org/jobopenings/> to submit an online application. Email submissions of resumes and cover letters will not be accepted.