



Coordinator of Programs

Full Time (Franklin, TN - Hybrid)

Mission

Show Hope's mission is to care for orphans by engaging the Church and reducing the barriers to adoption.

Job Summary

The Coordinator of Programs supports the Director of Programs to promote Show Hope's mission, vision, core values, and strategic plan. Personal qualities include integrity, credibility, and a willingness to sign Show Hope's [Statement of Faith](#).

This position will support the Programs team in assisting families through the Adoption Aid and Medical Care grants application and disbursement processes. The Coordinator of Programs will also maintain the Trust-Based Relational Intervention® (TBRI®) Practitioner Scholarship application process and TBRI Practitioner database. The Coordinator will assist in maintaining the consistency and integrity of Show Hope's grant programs by ensuring accurate record-keeping and timely communication. Additionally, the Coordinator provides administrative support as assigned.

The Coordinator of Programs reports to the Manager of Programs/Adoption Aid and supports the Programs team to serve Show Hope in the following key areas:

Coordinator Responsibilities

- Support Show Hope's mission, vision, core values, and strategic plan, coordinating various tasks pertinent to assigned departments working with the Executive Director, Executive Leadership, and Director of the department.
- Collaborate with department team directed by Director aligned with Executive Director and Leadership teams to promote, coordinate, and implement departmental initiatives.
- Represent department coordinating with other Show Hope departments and staff to support initiatives directly related to the administration or general business of Show Hope.

Key Functions and Responsibilities

Adoption Aid

- Support Manager of Programs/Adoption Aid in composing and editing applicant overviews using clear and concise narrative with grammatical correctness, maintaining the unique voice of each individual applicant for the grant committee.
- Assist in completing financial reviews and disbursing grant funds to adoption agencies.
- Assist in communicating with grant applicants to help submit all materials needed for a complete application.
- Maintain up-to-date knowledge of accreditation, policy, and agency updates within the adoption landscape.

Medical Care Grants

- Assist Coordinator of Programs/Medical Care Grants in communicating with grant applicants to help submit all materials needed for a complete application.
- Assist in completing financial reviews and coordinating with families to complete grant disbursement requests.
- Assist in responding to grant-related inquiries.

Pre+Post Adoption Support

- Review and score TBRI Practitioner scholarship applications.
- Respond to inquiries from and support TBRI Practitioners in the scholarship application process.

General Programs Support

- Collaborate with the Programs team to maintain grants database entries and to regularly assess integrity and relevance of department information.
- Assist, as needed, with other administrative aspects of Programs, including but not limited to processing receipts for purchases, running reports, ordering supplies, providing updates for presentations, and preparing mailings.
- Support Programs team by identifying grant recipients with knowledge of positive adoption language, interview skills, and compelling stories for use as needed for events, publications, campaigns, content, and general inquiries.
- Serve as the Program's team primary point-person for booking travel and accommodations.
- Represent Show Hope at various conferences or events.
- Other tasks and projects as assigned.

Education and Experience Requirements

- Minimum of 2-3 years experience in adoption or foster care related field preferred
- Bachelor degree preferred (equivalent experience considered)
- Familiar with landscape of adoption, including the adoption process, adoption triad support, adoption agency protocols, relevant policies, and effective support resources
- Working knowledge of Trust-Based Relational Intervention® (TBRI®) preferred
- Proficiency with at least one database platform preferred; experience with Salesforce considered a plus
- Proficiency with Microsoft Office and Google Suite applications

- Highly resourceful team player with the ability to also be extremely effective independently
- Strong ability to organize, prioritize, and handle multiple tasks and deadlines concurrently with excellent attention to detail
- Excellent written and oral communication skills
- Polished, professional demeanor and excellent interpersonal skills with internal and external stakeholders
- Ability to handle confidential information with discretion
- Occasional travel as needed