



CommQuest was recently voted as the "**Best Overall Company to Work For**" in Stark County in the 2019 *Best of the Best Readers' Choice Awards* in The Canton Repository!

Job Posting: Adoption Program Assistant

CommQuest currently has an opening for an **Adoption Program Assistant** for our **Loving Choice Adoption & Parenting Services**. The **Adoption Program Assistant** provides support to all aspects of the Loving Choice program to ensure all policies and procedures are in accordance with the required standards. This is a **part time** position of approximately 30 hours per week. Work shift is primarily Monday – Friday, day time hours but must allow flexibility to meet with birth parents and adoptive families, as needed.

Job Duties include:

- Responsible for creating and maintain all Adoption charts.
- Compiling and mailing application packets for all prospective adoption applicants.
- Ensure all prospective adoptive families submit required paperwork in timely manner.
- Responsible for preparing and filing court documents with attorneys and courts.
- Assist with marketing program to increase community awareness.
- Facilitate birth parent and adoptive family correspondence
- All other duties as assigned.

Minimum Qualifications:

- Minimum of a high school diploma or GED equivalent is required. An Associate's degree in Human and Social Services or related field is preferred.
- Previous experience working in Adoption is highly desired!
- Must demonstrate sound verbal and written communication skills and have the ability to work under pressure.
- Comprehensive knowledge and/or experience working with computer is required.
- Attention detail is highly essential!
- Must have the ability to show discretion when dealing with confidential information.

Interested parties, please send Resumes to: HR@commquest.org. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.commquest.org

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