Position: Program Manager – Korea  
Location: Ottawa, Ontario  
Duration: part-time, 3-month contract with possibility of renewal

The Children’s Bridge is a non-profit, licenced international adoption agency located in Ottawa with a mandate to work in the best interests of the children and families we serve. We work throughout Canada, facilitating adoptions through six international adoption programs.

POSITION SUMMARY:

- Speaks with prospective adoptive families considering adoption;
- Educates and provides resources for prospective adoptive families on program risk factors, adoption issues, agency supports and resources;
- Prepares all paperwork in order to facilitate an international adoption: home study, in-country dossier, child proposal, post-placement reports;
- Coordinates adoption paperwork and program changes between provincial Ministry, in-country officials, Immigration, Refugee and Citizenship Canada (IRCC);
- Maintains professional communication with all families and notifies them of milestones throughout the adoption process;
- Reports to the Executive Director on significant issues such as program changes, number of families in process, etc.;
- Provides and assembles documents required for annual provincial and in-country licensing;
- Assists family in coordinating in-country stay, and liaises with Korean officials throughout entire adoption process;
- Other tasks as may be required from time to time by the Executive Director.

QUALIFICATIONS

- Post-secondary education;
- Excellent word-processing, database and other computer knowledge
- Excellent communication skills (verbal and written)
- Sensitivity and respect for adoptive families and multicultural issues
- Knowledge of Korean culture an asset
- Must be highly organized, willing to work as part of a team, take on extra tasks as required
- Ability to work under deadlines and prioritize work

SKILLS

- Excellent time management skills and the ability to handle multiple tasks;
- Excellent interpersonal, problem-solving, and teamwork skills;
- Excellent writing, and communication skills, with attention to detail;
• Proven ability to organize, and complete tasks with minimal support;
• Exhibits a positive attitude and uses courtesy, diplomacy and discretion;
• Maintains professional ethics and confidentiality;
• Openness to ongoing learning and education in all aspects of the job.

Please email your cover letter and CV to the attention of Karyn Bakelaar, Executive Director karyn.bakelaar@childrensbridge.com. Applications deadline is Tuesday, November 6th, and interviews will be conducted November 7th – 9th.

While we appreciate all responses, only candidates under consideration will be contacted.