



Formed Families Forward Job Description

Position: **Administrative Specialist** (grant-supported; hourly part-time, 16-20 hours per week on average)

Reports to: Executive Director

Job Summary:

The Administrative Specialist is generally responsible for supporting the scheduling, planning, and implementation of training opportunities and other events. Specific responsibilities include organizing physical and virtual filing systems, posting regularly on social media, and coordinating virtual and in-person event logistics for Formed Families Forward. This position works closely and collaboratively with other staff and interfaces with parents, caregivers, youth, and professionals. Supports a variety of administrative tasks.

Working in-person in our office in Fairfax city one to two days per week is required.

Qualifications*:

Proficiency with Microsoft Office programs, Google suite, Canva, and online events management applications, for ex., Zeffy

Experience with electronic record keeping

Experience with event coordination and scheduling

Professional phone, email and interpersonal communication skills

Flexibility to work non-standard hours (occasional evening and weekends: on average, two to three evening or weekend commitments monthly)

Knowledge of, or willingness to learn, special education policies and procedures

Familiarity with the unique experiences and needs of foster, adoptive and kinship families

Flexibility and enthusiasm for dynamic, family-focused work in a small non-profit environment

Have a Driver's License, an automobile, proof of automobile insurance, and ability to travel locally and across Virginia, including occasional overnight stays out of town

Ability to lift and move objects weighing up to 40 pounds

Specific Duties:

Schedule, manage logistics coordination, attend and manage events (trainings, workshops, support groups, resource fairs, exhibits, etc.) and related travel arrangements

Coordinate social media outreach for the organization, including Facebook, Instagram and LinkedIn

Support other outreach, community collaboration, and communication tasks

Create and manage registration and outreach promotion for in-person and webinar training events and support groups using online event management and delivery tools

Assist with planning, logistics management and implementation of FFF's annual *Spring Forward: Foster, Adoptive and Kinship Family Fun Day*

Coordinate collection, recording and analysis of training and other project data

Support the work of other FFF staff, and collaborating partners and agencies

Represent Formed Families Forward, its mission, and its projects at events and exhibits in community settings

Other duties as assigned

Occasional regional and out-of-state travel required.

Pay range: \$23.00 - \$26.00/hour, based on experience and education

* Foster or adoptive parents and kinship caregivers raising children and youth with disabilities or other specialized needs are strongly encouraged to apply.

Formed Families Forward is an equal opportunity employer.

Interested candidates are invited to send a resumé and cover letter to Dr. Kelly Henderson, Executive Director, Formed Families Forward at kelly.henderson@formedfamiliesforward.org by May 6, 2026.

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