



Administrative Coordinator

About CAFO

The Christian Alliance for Orphans (CAFO) unites more than 320 respected organizations and a global network of churches to inspire and equip Christians to effectively answer God’s call to care for vulnerable children and families. Since 2004, CAFO members have sought to “leave their logos and egos at the door” to join in shared initiatives to grow and guide effective responses for the world’s most vulnerable children, from foster care and adoption to family strengthening and care for vulnerable children worldwide. To learn more, visit cafo.org/about.

About More Than Enough

More Than Enough is a community united by our faith and committed to helping churches care for children and families in foster care. Composed of churches, organizations, and advocates across the country, the More Than Enough Community is determined to achieve our shared vision of more than enough for children and families before, during, and beyond foster care in every US county. More Than Enough is facilitated by the Christian Alliance for Orphans, which supports the Community in expanding on-the-ground care for children and families. To learn more, visit morethanenoughtogether.org.

Position Summary

The Christian Alliance for Orphans seeks a professional with a strong track record of administrative excellence, attention to detail, and data collection.

The three primary objectives of the Administrative Coordinator for More Than Enough are:

1. Support operational and administrative needs across MTE initiatives.
2. Manage special projects and time-bound seasonal efforts.
3. Ensure accurate data collection, organization, and reporting.

Location: Remote

Position Type: Part-time (20-25 hours/week)

FLSA Status: Non-exempt

Reports to: Manager of Operations and National Collaborative Support, More Than Enough

Travel: Willingness to travel occasionally for the CAFO Summit, CAFO Staff Retreat and other events/activities hosted by CAFO and its partners. (up to 3-4 trips each year)

How to Apply: [Please fill out a job application here](#). For preferred consideration, please apply by April 20, 2026. Anticipated Interviews: May 2026

Essential Responsibilities

Support operational and administrative needs across MTE initiatives

- Coordinate podcast operations, including maintaining the shared calendar, scheduling recordings, preparing guests, and supporting related tasks.
- In partnership with the Communications Coordinator, manage recurring communications workflows, ensuring timely scheduling, assignment, and completion of newsletters and related deliverables.

Manage special projects and time-bound seasonal efforts

- Coordinate quarterly updates to the MTE Learning Calendar, planning content cycles and coordinating details across initiatives to ensure accurate and timely online publication.
- Support planning and logistics for internal events, retreats, and gatherings, including Summit-related activities.
- Offer administrative support, setting up and updating, as needed, national collaborative tools such as Google Sites, Zoom meeting recurrences, and related HIVE action cards.

Ensure accurate data collection, organization, and reporting

- Lead annual data collection from state and county sources, including public records requests and data-sharing agreements.
- Standardize and maintain datasets for developer use, overseeing data integrity and proper formatting.
- Partner with the developer to manage dashboards, resolve issues, support user testing, and improve data systems through automation and relationship-building.

Candidate Essentials

- A committed follower of Jesus Christ who can wholeheartedly affirm the mission and vision, deepest commitments, and guiding principles of the CAFO community.
- Proven capacity to do work of excellent quality while managing extensive details and meeting multiple deadlines.
- Proven track record of handling operational functions and systems.
- An eager learner who has the ability to distill complex learnings into clear recommendations
- Relational sincerity and warmth, with proven capacity to earn the trust and goodwill of both co-workers, partners, and learners.
- Strong computer literacy and the ability to learn a variety of software and web-based programs. Frequently used programs include the Google Drive suite, Keynote, and Slack.
- Effective communicator, both verbally and in writing, with a passion for sharing the good work God is doing.

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