



Bilingual School-Based Mentoring Program Coordinator Job Description

I. General Statement of Duties

The School-Based Mentoring (SBM) Program Coordinator supports the overall implementation of the School-Based Mentoring Program and is responsible for creating and supporting School-Based Mentoring (SBM) matches between youth and adult volunteers. PC will support youth for educational success. PC is also responsible for maintaining effective working relationships with school liaisons at specified school sites.

II. Working Relationships

Community Relationships: Appropriate staff at PSD sites, CSU/UNC/other university departments, and other community organizations as necessary for effective programming.

Directly Supervises: School-Based Mentors and Interns

Supervised by: Partners School-Based Program Manager

III. Specific Responsibilities:

Program Coordination

- Create and maintain effective working relationships with community partners specific to the School-Based Program; School sites, CSU Departments, and Community Members
- Manage coordination and implementation of the SBM Program for specified school sites
- Manage a caseload of School-Based Mentoring Partnerships for Spanish-speaking families and specified school sites
- Screen and train prospective School-Based Mentors
- Interview and enroll prospective youth referred to the School-Based program
- Work with PSD Liaison(s) and other SB Team members to provide coordination, support, and supervision of mentors
- Work with Program Staff in activity planning and implementation
- Assist in program evaluation process for SBM

General

- Maintain office filing procedures and required documentation processes
- Participate in organization wide events, meetings, and other efforts as needed
- Attend relevant professional development training opportunities, as required
- Participate in and assist with organization-wide efforts such as volunteer recruitment and fundraising
- Assist in updating organizational materials to include Spanish versions of all documents
- Perform other duties as assigned

IV. Desirable Knowledge, Abilities & Skills

- Knowledge of youth development & youth mentoring services as a prevention strategy.
- Knowledge of counseling techniques and skills necessary to work with families and youth in need.
- Knowledge of local community resources
- Ability to communicate effectively with a wide spectrum of people.
- Ability to work flexible hours
- Skill in the operation of computers and common business software applications

V. Required Education & Experience

- Bachelor's degree in social work, human services, or related field (or equivalent relevant work experience)
- Bilingual in Spanish/English
- Relevant experience in youth development work
- Volunteer management experience
- Uphold [Partners values](#): Committed, Uplifting, Proven, Supportive, Inclusive, & Anti-Racist

VI. Necessary Special Requirements

- Possession of a valid State of Colorado driver's license.
- Successful completion of Partners employee screening process

VII. Hiring Details

- Submit cover letter and resume through Indeed or to skefalas@poweredbypartners.org
- Job posting is open until filled with a preference for those submitted by 5/1/2024; interviews will be conducted on a rolling basis.
- Compensation:
 - Annual salary: \$42,200
 - Competitive benefits package