

## For Immediate Hire

### BILINGUAL PROGRAM SPECIALIST – COMMUNITY MENTORING

All potential candidates must respond with a resume and a customized cover letter. *Applications without a cover letter will not be considered.* Applications will be accepted until the position is filled. Candidates can apply at <https://biglittlecolorado.bamboohr.com/careers/47>.

#### BIG BROTHERS BIG SISTERS OF COLORADO MISSION

The mission is to create and support mentoring relationships that ignite the power and promise of youth.

By partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropist we are accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships
- Avoidance of risky behaviors
- Educational success

#### ABOUT BIG BROTHERS BIG SISTERS OF COLORADO

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation's largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages nine through young adulthood in Colorado. We develop positive relationships that have a direct and lasting effect on the lives of young people.

BBBSC serves youth through a portfolio of mentoring programs.

- **Community-based** is a traditional mentoring program. Mentee/mentor matches determine activities of mutual interest and meet two to four times per month.
- **Sports Buddies** is an innovative mentoring program started by BBBSC in 2000. Mentee/mentor matches meet one to two times per month for sports-based activities that are planned, scheduled, and overseen by BBBSC staff.
- **Plus Mentoring** BBBSC's one-to-one mentoring plus programs includes group and peer models to utilize a whole-child mentoring approach to create, monitor, and support matches between adult volunteers (Bigs) and children/teenagers (Littles). With BBBSC's professional support, matches develop authentic relationships that help youth achieve success now (both in and out of school) and long into the future (post-secondary education and the workforce).

#### OVERVIEW

Mentee/mentor matches spend time together on their own **and** at facilitated events, based upon the mutually agreed upon goals of the youth, parent and volunteer. The Program Specialist oversees these mentoring relationships within BBBSA National standards and BBBSC policies, and is responsible for supporting a caseload of new and existing youth mentoring relationships in the Denver Metro market.

#### RESPONSIBILITIES

##### PROGRAM DELIVERY

- Management of match development including mentor and mentee enrollment, engagement, training, matching, match support, and documentation. This includes:
  - Managing student and volunteer enrollment, screening, interviewing, and training.

- Providing individual match support and case management, including documentation.
- Proactively assisting match relationships through regular communication (phone, email and in-person).
- Identifying matches who need additional support and implementing strategies to improve mentoring relationships.
- Organize and facilitate in-person, monthly match events in collaboration with other Program team members, overseeing all logistics and activity content for events which you lead/co-lead.
- Conduct match introductions of newly created mentoring matches.
- Support mentee and family enrollments into the program, including mentee and family orientation, training, interview, and matching processes.
- Support ongoing mentor/volunteer training (both prior to and after being matched).
- Track program participation, conduct surveys and evaluations.
- Utilize the program's internal data management tool, Matchforce, to track and optimize performance.
- Represent Big Brothers Big Sisters at Recruitment and Outreach opportunities throughout the community.

#### **STAFF LEADERSHIP**

- No direct reports.

#### **QUALIFICATIONS**

##### **Required:**

- Bachelor of Arts – (Preferred Focus - Program, Non-Profit, Social Work, Human Services).
- Bilingual proficiency in both English and Spanish.
- Love for mentorship.
- Able to develop and drive idea from conception to goal.
- Experience with youth development or youth mentoring programming.
- Strong organizational and time management skills, ability to execute results and prioritize.
- Excellent written, communication, including presentation skills are required.
- Exceptional relationship skills.
- Team-oriented, capable of working with a wide range of people to achieve shared goals.

##### **Preferred (but not required):**

- Youth-development experience in one or several of the following areas: positive youth development, partnering with multi-cultural communities, implementing inclusive and anti-racist practices in service delivery, volunteer management and/or working with Spanish-speaking communities.
- Ability to foster relationships with community partners.
- Experience coordinating small group events.

#### **COMPENSATION**

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

- Starting wage for this non-exempt position is **\$21.63/hour**. Additional compensation will be offered to staff who are bilingual in both English and Spanish.
- Excellent benefits including company paid medical, dental, vision for the employee.
- Many other work-life balance benefits
- Typical work hours:
  - 40 hours per week
  - 8 hour days, Monday-Friday, with flexibility based on evening and weekend responsibilities
  - Minimum of 2 days required in-office and 3 remote days available

### **COMMITMENT TO JEDI**

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We - BBBSC staff and board - are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs and services.

At BBBSC, Justice, Equity, Diversity, and Inclusion (JEDI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

For more information about Big Brothers Big Sisters of Colorado, visit our website at [www.biglittlcolorado.org](http://www.biglittlcolorado.org).

**Equal Opportunity Employer:** Minority-BIPOC/Female/Veteran/Disability (Individuals with a disability who need an accommodation to apply please contact us at [hr@biglittlcolorado.org](mailto:hr@biglittlcolorado.org).)

**No calls or emails from third parties at this time please.**