

SPEAK MENTORSHIP (SPEAK)

JOB DESCRIPTION

Mentor Relations Associate

Job Title: Mentor Relations Associate (Internship)

Job Location: Remote – based in Philadelphia or New York

Immediate Supervisor: Mentor Relations Manager

Employees Supervised: N/A

Pay rate: Volunteer

Work hours: Part-time; up to 10 hours per week

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Approved by: Hetal Jani, ED

Date Approved: August 2018

General Description/Position Summary

SPEAK Mentorship connects young girls from immigrant backgrounds with women who are professionals in their field who serve as mentors. These mentors offer guidance and support through structured mentoring sessions with their mentees via video conferencing to promote skills development and establishing clear college and career goals.

The Mentor Relations Associate (MRA) reports to the Mentor Relations Manager and works in collaboration with the Program Director and Mentor Program Coordinator to help recruit, screen, train, and manage mentors for SPEAK Mentorship Program. The MRA will correspond with potential and current mentors via email, will support the mentor screening and training process, will assist with the development of training and outreach materials, and will organize and maintain important and sensitive records. The MRA may also be asked to assist with research and partner outreach when necessary.

Duties and Responsibilities

- Respond in a timely manner to mentor application inquiries, and follow up regularly to increase mentor applications
- Pre-screen mentor applications to pass onto to Mentor Relations Manager
- Assist the Mentor Relations Manager in preparing and facilitating mentor orientation and training
- Utilize tracking and organizational tools to manage and maintain important and sensitive documents and records
- Create match announcements for mentors and mentees and manage responses
- Assist in developing outreach and training multimedia materials
- Serve as a resource for mentors, monitoring for any progress or challenges via email or phone communication
- Assist in researching potential program partners to help broaden the pool of potential mentors and supporters
- Ability to work independently and as part of a team
- Ability to prioritize and manage multiple projects with attention to detail, handle interruptions, maintain focus on tasks and produce accurate work in a fast-paced environment and under deadline pressure

- Reporting in a timely manner all and any information to the Mentor Relations Manager or Program Director
- Ability to work a flexible schedule including occasional weekends, evenings, and holidays as needed
- Maintain confidentiality in all matters and a strong sense of ethical conduct that will inspire confidence

Required Qualifications

The successful candidate will be extremely passionate about the SPEAK Mentorship mission and the aligned mission of the partner organization, will be committed to the organizations short-term and long-term goals, and will fulfill all responsibilities with the highest level of honesty, commitment, dedication, and integrity.

- Pursuing or received a BA in a relevant area
- Passionate about women and girls rights and development
- Understands the importance of being culturally competent and culturally responsive, particularly in regards to immigrant populations
- Effective and consistent communicator, and highly organized and efficient
- Excellent verbal, written, and editing skills with an exceptional attention to detail
- Highly skilled at developing interpersonal relationships with individuals of different backgrounds and ages at various stages of their lives and having varying levels involvement with the organization
- Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications (Google Suite)
- Proficient in Microsoft Office Suite (Excel, Word, Publisher, Power Point)
- Demonstrated ability to maintain confidentiality and professional ethics in all matters
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Proven ability to assess and adapt to changing priorities, and take initiative in a fast paced start-up environment
- Demonstrated problem solving skills, and flexible and optimistic approach to overcoming obstacles
- Adoption and strong adherence to organizational values
- Self-reflective and highly empathetic towards others needs
- Friendly and approachable demeanor and ability to speak and represent the organization at all times

Working Conditions

Work may be performed remotely via email, video conferencing, and phone communication.

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. SPEAK Mentorship has the right to revise this job description at any time. The job description is not a contract for employment.