

Mentoring Program Administrator. August 2018.

SPEAK MENTORSHIP (SPEAK) JOB DESCRIPTION

Job Title: Mentoring Program Administrator

Job Location: Flexible

Immediate Supervisor: Executive Director

Employees Supervised: Mentor Connectors

Pay rate: \$15/Hr

Work hours: Part-time; maximum 20 hours per week; T/W/F/S Schedule

Prepared By: Executive Director

Approval: Hetal Jani

Date Approved: August 2018 Executive Director

General Description/Position Summary

Mentoring Program Administrator (MPA) plays a key role in the delivery of SPEAK Mentorship's Mentoring Program. The MPA reports to the ED, and is ensures the operational success of SPEAK Mentorship's Foundational Mentoring Program. The MPA is often the first point of contact for parents, mentees, and school administrative staff. This position must possess excellent communication and organizational skills. SPEAK Mentorship works on building a network of support for girls and women of immigrant and first-generation American backgrounds, and the MPA must always ensure all individuals feel they are included and supported within the SPEAK network.

For the 2018 - 2019 academic year, SPEAK Mentorship will be working with students in the New York, Newark, and Philadelphia areas. Our mentor network consists of mentors from across the nation. The MPA will be responsible towards delivering the program effectively in all three locations of schools as well as connecting mentors from around the nation to mentees using virtual platforms. The MPA will oversee Mentor Connectors, college students local to the site schools who will assist in delivering the program in person at the site schools. The MPC will report to the Executive Director/Acting Program Manager, reporting on student outcomes, effectiveness of program delivery, needs of constituents, and other pertinent on-goings of program operations.

Duties and Responsibilities

- Cultivate relationships with mentors, mentees, mentor connectors, school administrative staff and, often, parents
- Oversee program implementation at site schools through the Mentor Connectors
- Providing some training to mentees
- Ensuring proper scheduling of mentoring sessions between mentors and mentees and conducting follow-up outreach
- Where necessary, serving as Mentor Connector
- Working with School Support Staff to ensure program management at school level is occurring as planned
- Collecting, analyzing, and reporting related data
- Identify information from program that can be used for social media to generate awareness

Required and Preferred Qualifications

- Minimum of a BA, MA preferred, in a relevant area
- Ability to work part-time hours; Tuesday, Wednesday, Friday, Saturday Schedule
- Experience working with young adults required
- 2 years of experience in a program administrator role preferred
- Start-up and nonprofit experience a plus
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for SPEAK Mentorship's mission
- Highly organized and motivated.
- Knowledge of and commitment to serving American citizen girls of immigrant or first-generation backgrounds, and advocating for their development as they pursue knowledge of careers before transitioning from high school to college
- Ability to work independently and as part of a team.
- Demonstrated 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.
- Strong problem solving skills.

Performance Standards

- Performs functions with attention to detail, appropriateness, accuracy, and promptness, proactive in communication efforts.
- Meets deadlines and commitments towards all constituents, ensuring program effectiveness.
- Able to be inclusive of all voices, helping to grow all important networks.
- Demonstrates initiative and creativity to anticipate and solve problems.
- Demonstrates effective working relationships with whole SPEAK Mentorship team and stakeholders.
- Proposing and reaching short term goals to keep the organization progressing, while also establishing long term goals aligned with long term vision.
- Flexible and collaborative approach to work, working within defined role and opening lines of communication with all individuals for a healthy organizational culture.
- Being an upstanding citizen of the organization by conscientiously advancing organizational culture.

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.

SPEAK Mentorship Inc. is an EEO.