Coordinator of High School Mentoring

Do you believe in the power of transformative relationships for girls? Are you ready to impact the Greater Boston community one girl at a time? If you answered yes, and the idea of being part of a collaborative, performance-driven, focused team excites you then join us! At Big Sister Association of Greater Boston, we have been helping girls reach their full potential through positive mentoring relationships with women since 1951. We are the largest mentoring organization in Greater Boston exclusively serving girls and an award-winning affiliate of Big Brothers Big Sisters of America.

Our High School Mentoring program partners with Boston public high schools to provide mentoring and leadership opportunities for high school-aged girls as Big Sisters and matches them with Little Sisters from a local public elementary or middle school. Big and Little Sisters meet once a week during the school day or their after-school program, and commit to at least two academic years together, excluding summer break and school holidays. During their visits, matches participate in group activities, work on projects, or engage in physical activities. Little Sisters in this program gain the guidance of a caring, youth mentor, and the benefit of shared experiences as a youth in Boston during a critical time in their development. Big Sisters in this program have the opportunity to build leadership skills and participate in the Girls Leadership Program (GLP) to help them continue to facilitate their strengths as role models, advocates, and young women.

The Coordinator of High School Mentoring (HSM) is responsible for all aspects of service delivery to support the success of this site-based program. The Coordinator interviews potential Big and Little Sisters, supports matches between them, collaborates with other staff to provide excellent programming and customer service to program partners, and facilitates group activities to deliver HSM curriculum. In collaboration with staff, the Coordinator of HSM supervises up to three interns and supports team members’ skills and growth within the social work field. This is a great opportunity for someone who is excited to and passionate about leading and supporting girls of all ages through mentoring, facilitating youth curriculum, and managing a team of interns to success.

Big Sister is committed to hiring staff who reflect the diversity of the communities we serve. **Candidates of color, multilingual and multicultural candidates are strongly encouraged to apply.** If you are interested in working at a well-established, dynamic and supportive organization committed to serving girls, please apply.

Responsibilities

- Produce weekly on-site program at Boston public high schools; facilitate group activities and curriculum to promote girls’ development for audiences including girls ages 7-to-20, volunteers, parents/guardians and agency staff
- Conduct assessments of and make matches between potential volunteer mentors (Big Sisters) and mentees (Little Sisters) according to agency standards and goals
- Support a caseload of approximately 50 Site-Based matches (Big and Little Sister mentor/mentee pairings)
• Conduct regular phone and email check-ins with Big Sisters, Little Sisters, and families, in order to:
  o Provide on-going risk management and support to keep the match strong;
  o Provide comprehensive documentation related to strength of match relationship and support needs for each match participant
  o Share information about community resources, agency activities, and programs
• Conduct match surveys and annual outcome evaluations with Big and Little Sisters
• Administer all aspects of match support including updating the agency database with relevant case information
• Collaborate with Manager of Site-Based Mentoring to develop and implement High School mentoring programming, ensuring quality standards
• Collaborate with colleagues to develop and sustain new and existing relationships with prospective partners
• Develop and facilitate trainings for high school aged Big Sisters
• Onboard and supervise interns

Qualifications
• Bachelor’s degree with at least one year of experience in direct service, youth development, social work, or a related area
• At least one year of experience as a team leader or supervisor with demonstrated ability to build and lead a healthy and high performing team
• Excellent project management and organizational skills with ability to consistently meet deadlines
• Sensitivity to and experience in working with culturally diverse populations and with girls and women and with the ability to build strong, healthy and productive relationships
• Ability to effectively facilitate programming for adolescent girls
• Passion and a proven track record of success in developing and managing productive partner relationships
• Excited about and effective in working autonomously and within a cross-functional team
• Enthusiastic about learning with the ability to give and receive constructive feedback
• Facility with Microsoft Office Suite and comfort with data management systems (Big Sister uses a Salesforce database platform)
• Availability and flexibility to work weekday evenings and weekends, as well as travel to varying local venues

Reports to: Manager of Site-Based Mentoring
Language Skills: Written and oral fluency in English; candidates who also have proficiency or fluency in other languages, especially Spanish, are strongly encouraged to apply
Start date: Immediately
Location: Big Sister Association Offices, 20 Park Plaza, Boston, MA
Compensation: $40,000 - $43,000. Full-time, exempt position. Comprehensive benefits package including paid time off and health benefits.
Please send cover letter and resume with subject line **Coordinator of High School Mentoring** to: hr@bigsister.org. Please attach your cover letter and resumé as a Word document or a PDF.

Big Sister Association of Greater Boston is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, sexual orientation, nationality, ability, age, gender identity or gender expression or any other characteristic protected by federal, state or local laws.