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.

Big Sister Boston is seeking an Enrollment & Matching Specialist for our Community-Based Mentoring team. The Community-Based program is a one-to-one mentoring program which matches girls, age 7-to-15, with adult women mentors. As a Big Sister staff member, you will contribute to a mentor-rich community in which every girl has access to the individual nurturing, guidance and support she needs to become a confident, competent, and caring adult.

The Enrollment & Matching (E&M) Specialist is responsible for conducting assessments for potential volunteer mentors (Big Sisters) and mentees (Little Sisters) and making thoughtful match decisions, with the goal of creating long and strong match relationships. The E&M Specialist plays a key role in facilitating the mentor/mentee relationships that are foundational to our mission. This position allows us to most effectively serve our Spanish-speaking girls and families.

Strong candidates can connect with adults and children from diverse backgrounds, are constantly curious about and effective in understanding the needs of others, and possess organizational, administrative and detail management that is necessary to ensure compliance to safety and other standards. This is a tremendous opportunity for those who are excited about being on the frontlines of direct service for women and girls and understand the importance of maintaining administrative systems to ensure best practices.

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
• Conduct assessments of and make matches between potential volunteer mentors (Big Sisters) and mentees (Little Sisters) according to agency standards and goals
• Re-engage Big Sisters, Little Sisters and families as appropriate after match closure
• Attend and lead match activities as assigned, seeking opportunities to make meaningful in-person contacts with program participants and other community members
• Assist with agency special events as needed

Qualifications

• Bachelor’s degree with at least one year of experience in direct service, youth development, social work, or a related area
• 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
• 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 on a regular basis, as well as travel to varying local venues

Reports to: Manager of Enrollment & Matching

Language Skills: Written and oral fluency in English; Written and oral fluency in Spanish

Start date: Immediately

Location: Big Sister Association Offices, 20 Park Plaza, Boston, MA

Compensation: $39,000 – $41,000. Full-time, exempt position. Comprehensive benefits package including paid time off and health benefits.

Please send cover letter and resume with subject line Spanish Speaking Enrollment & Matching Specialist to: hr@bigsister.org. Please attach your cover letter and resumé as a Word document or a PDF.