



OPEN POSITION: Youth Voice Manager

Primary Responsibility

- Interact with BBBS Littles under the age of 18 to learn about the distinct ideas, opinions, attitudes, knowledge, and actions of our agency's young people individually, and as a collective body.

Goals for position

- Understand the great diversity of perspectives and experiences of our youth, including backgrounds, identities, and cultural differences for the purpose of effective organizational development.

Competencies Required

- Resourceful & Tenacious: persists; finds ways to overcome challenges.
- Excellence: is committed to quality work and outcomes.
- Adaptability: can adjust to new conditions; manages stress.
- Customer Focus: cares about the satisfaction of all Bigs, Littles, parents and other BBBS stakeholders, including staff.
- Communication: oral/written: is effective at connecting and exchanging information with others for results.
- Diversity: values different perspectives and experiences.
- Teamwork: provides value to the group.
- Trustworthy: can be relied on to fulfill the 8 pillars of trust.
- Analytic: reviews and analyzes information for results
- Creative: uses imagination for innovation
- Strategic: works to reach long term goals
- Facilitation: provide resources to others that allow them to succeed

Experience Required:

- Bachelor's degree preferred; exemplary writing and phone etiquette skills required; experience working with youth and families; knowledge on youth development and the developmental asset framework preferred.

Schedule/Hours:

Full time or Part time available.

FT – Tues, Wed, Thurs 10:00 am – 7:00 pm, Fri 8:00 am – 5:00 pm, Sat 10:00 am – 2:00 pm

PT – Tues, Wed, Thurs 5:00 pm – 7:00 pm, Sat 10:00 am – 2:00 pm

Beginning salary: \$32,000/year

Submit resumes to careers@bigmentor.org