



OPEN POSITION

Program Manager

ABOUT US

The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever.

ABOUT THIS POSITION

The purpose of this position is to facilitate orientations and ongoing match support to ensure safe, healthy, lasting relationships, and build relationships with schools and community partners.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position enjoys working with youth and volunteers, can facilitate groups, and is skilled in creating community connections. Must be able to carry out job duties independently.

EDUCATION & EXPERIENCE

Bachelor's degree preferred. Spanish speaking skills preferred. Reliable transportation required.

DAY TO DAY RESPONSIBILITIES

This position will ensure families are supported and youth are safe, effectively screen and support volunteers, and manage data to track program metrics.

TRAINING

Extensive initial and on-going training on the Big Brothers Big Sisters Service Delivery System and other topics relevant to providing effective social services is provided to the successful candidate. This person will not provide social services.

SALARY RANGE & BENEFITS

The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year. A simplified employee pension plan is also provided for the employee after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided. Full benefits and salary information is available upon request at the email below.

SCHEDULE

Up to 20 hours per week. At least 10 of the work hours are evening and Saturday hours.

HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to careers@bigmentor.org