



JOB DESCRIPTION

POSITION TITLE: Mentoring Program Manager

STATUS: Exempt

REPORTS TO: Director of Programs

Position Summary:

The Mentoring Program Manager is responsible for the management, implementation, and supervision of bilingual Mentoring programming for students. The Mentoring Program Manager will be responsible for managing the efforts to increase mentoring opportunities for Esperanza students by: creating and implementing gender based mentoring groups, in-school mentoring, and one-on-one mentoring; by developing and implementing outreach strategies to promote and grow programs; and by monitoring budget, outcomes and reporting as needed by Esperanza, schools and/or funders.

Essential Functions:

1. Lead the recruitment and retention of students into Esperanza's Mentoring Program(s).
2. Recruit, train and supervise qualified mentors and mentoring program staff.
3. Seek opportunities to expand and enhance Esperanza's programs through the development of partnerships with a variety of organizations, e.g. universities, schools, community organizations, youth local and state organizations.
4. Enhance and manage relationships with schools, partner organizations, and the community.
5. Create and participate in events to increase awareness of Esperanza and the mentoring program.
6. Supervise all mentoring relationships to ensure that they are beneficial to the student.
7. Manage effective interventions for Esperanza students including regular monitoring of current students' academic/behavioral progress and on-track graduation status.
8. Research, develop, and implement appropriate curriculum for group mentoring sessions and workshops.
9. Facilitate student and mentor group mentoring sessions, special events and field trips.
10. Monitor and evaluate program outputs and outcomes, assuring funding requirements have been met in a timely and effective manner.

11. Monitor program budget expenditures and communicates relevant budget issues to the Program Director in a timely manner.
12. Provide regular monthly reporting to include tracking of attendance, workshops, and other reporting as needed by Esperanza, the schools, and funders of the program.
13. Responsible for oversight and administration of program data and Efforts to Outcomes (ETO) database, including matching and tracking mentoring relationships.
14. Continuously research best practices in mentoring and provide training and support for staff, students, and mentors.

Additional Responsibilities:

Performs other duties as necessary.

Qualifications:

Bachelor's degree in education or related field, with a minimum of three years of related work experience preferred. Experience working with adolescents and some knowledge of adolescent development. Able to thrive in an entrepreneurial and collaborative environment. Demonstrated experience with financial planning, budget development, and cost containment. Strong written and interpersonal skills. Computer literate. Bilingual in English and Spanish preferred. Reliable transportation to get to and from schools, meetings and events.

To Apply:

Interested candidates should apply online at Indeed.com submitting resume, cover letter including salary requirements and three references.

https://www.indeed.com/viewjob?t=mentoring+program+manager&jk=8083a7e0fdbfa3f9&_ga=1.169201257.952922176.1476455127