



JOB DESCRIPTION

POSITION TITLE: Mentoring and impACT Program Coordinator

STATUS: Full time; Exempt

REPORTS TO: Manager of Mentoring Program

Position Description:

The Program Coordinator is responsible for supporting the implementation and coordination of bilingual mentoring programming for high school and college students. The coordinator will also support our impACT program that is administered by College Now Greater Cleveland designed to enhance math & reading proficiency, improve students' ACT scores and increase students' college and career readiness.

Essential Functions:

Mentoring Program

1. Facilitate group mentoring sessions for Esperanza's Latina Leadership Alliance (ELLA).
2. Support recruitment efforts of volunteers and students.
3. Assist in reviewing and updating existing curriculum for mentoring programs.
4. Maintain up to date program records for all programs.
5. Communicate with volunteers, students, and parents to monitor relationship growth.
6. Communicate with students and parents to inform them of events and program updates.
7. Monitor frequency of interaction and completion of goals between volunteers and students.
8. Assist with volunteer and student interviews, orientations, and training.
9. Coordinate the planning and implementation of mentoring events and activities.
10. Document events and activities through pictures and videos.
11. Research opportunities for monthly group mentoring projects, events, and activities.
12. Recruit and maintain some components of our High School Mentoring Program.



impACT Program

13. Promote and market Esperanza-College Now impACT program to parents, students, school principals, teachers, and guidance counselors in the target schools to seek referrals from teachers and parents of students who could benefit from the program and services offered.
14. Collaborate and communicate with other Esperanza program coordinators and staff to ensure comprehensive approach that will strengthen Esperanza impACT in the community.
15. Develop and deliver components of the Hispanic Youth Leadership program during impACT Program aimed at providing students with activities that promote their social emotional learning.
16. Monitor academic and behavioral progress of students enrolled in the program.
17. Maintain and provide regular reporting as needed by Esperanza, the schools, and funders of the program for both programs.
18. Administer all aspects of the lunch program through the Foodbank.
19. Coordinate student events and parent nights.

Additional Responsibilities:

Perform other duties as necessary.

Qualifications:

Bachelor's degree required in the areas of teaching, social work, counseling, education or youth development. Minimum of one year of related work experience; Experience working with adolescents and some knowledge of adolescent development; Strong written and verbal communication skills; strong interpersonal skills; computer literate; able to thrive in a collaborative environment; Bilingual English/Spanish required.

Interested candidates should apply online at [INDEED.COM](https://www.indeed.com).

Disclaimer: "Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time."