

Mentor Coordinator

Advance Central PA is looking for a full-time team member to oversee **Advance Central PA's mentoring program**, which matches volunteer adult mentors with youth and ensures quality, effectiveness, and sustainability of the program from the match process through to the close of the formal mentoring relationship. The Mentor Coordinator will also collaborate with other staff to **maintain and provide day-to-day management of the Path To Careers website** that matches youth with career exploration activities at local businesses.

Essential Duties Include:

- Manage mentor recruitment, screen mentor candidates, and facilitate orientation/training for new volunteer mentors.
- Oversee the mentor match process with youth through coordination with Advance Central PA subcontractor staff case managers and provide technical assistance to subcontractors in regard to the overall mentoring program.
- Provide direct on-going support and supervision to the mentor and youth match which includes: providing guidance on the use of tools and activities within the Advance Central PA youth mentoring program, problem solving, assisting with logistics for mentorship meetings as needed, developing and coordinating group activities with multiple matches, and facilitating recognition/closure activities.
- Act as the liaison, maintaining communication with the mentor, the youth and their parent/guardian as needed, Advance Central PA subcontractor staff, and other Advance Central PA staff. .
- In coordination with the Advance Central PA Youth Programs Manager, coordinate an annual schedule of planned workshops, group activities, and events for matches.
- Collect and analyze data, both qualitative and quantitative, related to the performance of the Advance Central PA mentoring program and evaluate needs, including in regard to adjustments to the program design.
- Facilitate mentor training for other agencies and businesses upon request.
- Collaborate with other Advance Central PA staff on the management of the **Path To Careers** website that matches youth with career exploration activities at local businesses and provide technical assistance as needed (e.g. login and registration assistance).
- Develop materials for all stakeholder audiences to augment the utilization of the Path To Careers website.
- Provide training and presentations to various audiences including Advance Central PA subcontractor staff on the use of Path To Careers.

Qualifications:

- Bachelor's Degree in Social Work, Psychology, Education, Public Administration, or related field
- 1 year of related training or experience
- PA Driver's License
- Successful clearance of local, state, and federal background checks
- Learn, understand and maintain expert knowledge of state and federal policies affecting targeted populations
- Demonstrated problem solving skills
- Excellent written and verbal communication skills
- Ability to manage a high level of accuracy when working on multiple projects
- Demonstrated, unquestioned ethics with ability to maintain a high degree of confidentiality
- Proficiency in Word and Excel and capacity to accurately maintain a website
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders
- Math skills, including in relation to collection and valid use of data

Working Conditions, Salary, and Benefits:

Advance Central PA has a professional office environment with the majority of staff electing to work remotely.

Starting salary: \$44,792 - \$49,769

This is a full-time, non-exempt, 40 hour per week position that reports to the Operations Manager.

Benefits include:

- 401(k) matching
- Health insurance
- Flexible spending account
- Life insurance
- Disability insurance
- Paid time off
- Flexible/family-centered work environment
- Work from home opportunity

Some local travel required to meet with mentor candidates for screening purposes, facilitate mentor training, liaison with subcontractor staff, implement match events, etc.

To Apply:

Submit your cover letter, resume and a completed Advance Central PA Employment Application to Careers@AdvanceCentralPA.org. Please indicate "Advance Central PA- Mentor Coordinator" in the subject line.

Advance Central PA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, or any other status protected under local, state or federal law. Auxiliary aids and services are available upon request to individuals with disabilities.

Program funded with federal dollars. For more information, visit: <https://advancecentralpa.org/about-us/public-notices/>.