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## Job Description

**Position Title:** Program Coordinator

**Reports To:** Executive Director

**Status:** Full-time

**Office Hours:** Mon.– Fri. 8:00–4:30 pm with occasional evenings and weekends.

**Wage:** \$12.00 - \$14.50 per hour (depending on experience), with bonus opportunities

**Closing Date:** 2-17-2021

### Responsibilities:

Recruit, secure, match, and support program participants.

- Maintain electronic case records, case notes, and statistics in an accurate and efficient manner.
- Provide program monthly reports to the executive director.
- Coordinate the development, implementation, and evaluation of additional programming for volunteers, students, parents, and key stakeholders.
- Schedule and attend monthly program activities for all participants.
- Promote program through social media and other marketing approaches, as approved by the executive director.
- In collaboration with other agency personnel, update policy and procedure manual to ensure compliance with agency standards and best practices.
- Attend required training as necessary to perform your assigned responsibilities.
- Collaborate with the publishing of the agency newsletter.
- Actively participate in all agency fundraisers.
- Perform other duties as assigned by the executive director necessary to carry out the goals and mission of the organization.

### Qualifications:

- Associates degree required; bachelor's degree strongly preferred.
- A minimum of one-years' experience in human services, casework, management, or closely related field.
- A strong commitment to working with students and young adults from kindergarten to the age of 22.
- Excellent oral and written communication skills reflecting solid customer service both in-person and telephone.
- Ability to provide high customer services that represent the organization with integrity and professionalism.
- Ability to work within a team setting.
- Desire to engage in a team centered decision-making process, that emphasizes on on-going dialogue.
- Ability to focus on details and the big picture of program and organizational needs simultaneously.
- Commit to working a set schedule that fulfills the goals and objectives within the organization.
- Ability to be flexible and multi-task.
- Strong need to be self-motivated to work independently with minimal supervision.
- Obtain a competitive attitude to meet set goals that pushes the organization outside of its comfort zone.

- Ability to meet program, organization, and community driven deadlines.
- Skilled in Microsoft Office, Google Suite, Zoom, and other applicable office software and hardware.
- Adherence to personal and professional code of ethics and standards of practice.
- Ability to secure transportation that allows you to travel to and from work and other scheduled appointments.

**Work Environment:**

- Ability to work hard yet enjoy an environment that believes in having fun at the same time.
- Opportunity to work extensively with members within the community, surrounding schools, and colleges.
- Desire to work with a diverse culture that focuses on enhancing their way of life.
- Input is encouraged, competition is required, teamwork is expected, and success is rewarded.
- Open to working on tasks and projects that will be outside your comfort zone, i.e., presentations, meeting goals.

**Benefits:**

- Generous paid-time-off.
- Retirement, when applicable.
- Our office hours closely adhere to the Hastings Public Schools schedule during the academic year, which means approximately two weeks paid off during Christmas break.
- Cell-phone stipend.
- Bonus opportunities

**Application Process:**

- The following documents must be submitted to have your application considered for this job announcement:
  - ✓ Resume;
  - ✓ Cover Letter; and
  - ✓ Contact information for three professional references.

MentoringWorks, Inc. is an Equal Opportunity Employer who prohibits discrimination and harassment of any kind. We are committed to providing a work-environment that fosters personal and professional growth and engagement. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

**COVID-19 Considerations:**

First round interviews will be held via Zoom. Applicants who are selected to Round 2 interviews will be conducted on-site and health safety measures will be shared with those applicants at that time.

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## Job Description

**Position Title:** Program Specialist

**Reports To:** Executive Director

**Status:** Full-time (240 hours per week)

**Office Hours:** Mon.– Fri. 8:00–4:30 pm with occasional evenings and weekends.

**Wage:** \$10:00 - \$12.00 per hour (depending on experience), with bonus opportunities

**Closing Date:** Open until filled.

### Responsibilities:

Recruit, secure, match, and support program participants.

- Maintain electronic case records, case notes, and statistics in an accurate and efficient manner.
- Provide program monthly reports to the executive director.
- Coordinate the development, implementation, and evaluation of additional programming for volunteers, students, parents, and key stakeholders.
- Schedule and attend monthly program activities for all participants.
- Promote program through social media and other marketing approaches, as approved by the executive director.
- In collaboration with other agency personnel, update policy and procedure manual to ensure compliance with agency standards and best practices.
- Attend required training as necessary to perform your assigned responsibilities.
- Collaborate with the publishing of the agency newsletter.
- Actively participate in all agency fundraisers.
- Perform other duties as assigned by the executive director necessary to carry out the goals and mission of the organization.

### Qualifications:

- Previous experience in human or social services strongly preferred.
- A minimum of one-years' experience in human services, casework, management, or closely related field.
- A strong commitment to working with students and young adults from kindergarten to the age of 22.
- Excellent oral and written communication skills reflecting solid customer service both in-person and telephone.
- Ability to provide high customer services that represent the organization with integrity and professionalism.
- Ability to work within a team setting.
- Desire to engage in a team centered decision-making process, that emphasizes on on-going dialogue.
- Ability to focus on details and the big picture of program and organizational needs simultaneously.
- Commit to working a set schedule that fulfills the goals and objectives within the organization.
- Ability to be flexible and multi-task.
- Strong need to be self-motivated to work independently with minimal supervision.
- Obtain a competitive attitude to meet set goals that pushes the organization outside of its comfort zone.

- Ability to meet program, organization, and community driven deadlines.
- Skilled in Microsoft Office, Google Suite, Zoom, and other applicable office software and hardware.
- Adherence to personal and professional code of ethics and standards of practice.
- Ability to secure transportation that allows you to travel to and from work and other scheduled appointments.

**Work Environment:**

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- Desire to work with a diverse culture that focuses on enhancing their way of life.
- Input is encouraged, competition is required, teamwork is expected, and success is rewarded.
- Open to working on tasks and projects that will be outside your comfort zone, i.e., presentations, meeting goals.

**Benefits:**

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- Retirement, when applicable.
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- Bonus opportunities

**Application Process:**

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