

**BIG BROTHERS BIG SISTERS OF THE LOWCOUNTRY
CAREER & COLLEGE READINESS COORDINATOR JOB DESCRIPTION**



GENERAL JOB INFORMATION	
Title:	Career & College Readiness Program Coordinator
Reports To (Title):	Program Director
Job Type:	Program
Department:	Program-BIG Beyond Scholar Program
FLSA Classification:	Exempt
Compensation Range:	\$37,000-\$45,000 dependent on experience
Date Last Reviewed:	April 1, 2021

CANDIDATE SUMMARY
<p>Big Brothers Big Sisters of the Lowcountry’s (BBBSL) BIG Beyond College & Career Readiness Program Coordinator (CCRPC) will be a driven, dynamic, self-directed, and energetic leader passionate about assisting our region’s youth to achieve their full promise and potential through one-to-one mentoring. He/she will be responsible for coordinating the BIG Beyond Scholar Program. This is a three-year curriculum-guided e-mentoring program designed to prepare high potential African-American students for life beyond high school graduation. Further, we expect this position to grow into a manager position within the next 1-2 years as the program scales.</p> <p>Working closely with the Program Director and other key stakeholders, the CCRPC will be eager to join a fast-paced social change organization dedicated to changing the trajectory for an increasing number of our region’s most vulnerable and HIGH POTENTIAL/PROMISE children.</p> <p>With the support of the entire BBBSL team, the CCRPC is accountable for actively and transparently coordinating all activities associated with our inaugural BIG Beyond Scholar Program. He/she will recruit mentors; manage participant training; manage scholar and mentor participation/engagement; coordinate and/or facilitate curricular offerings; secure and manage internship placements; oversee and/or coordinate quarterly BIG Beyond activities; manage data and grant compliance; and manage external program partnerships with high school faculty/staff, guest presenters, and corporate partners.</p> <p>He/she will be an ambitious employee who exhibits confidence, an inclusive mindset, intellectual curiosity, and cultural humility; welcomes change; embraces technology, social media, and innovative communications strategies; and motivates and inspires customer-centric relationship management with volunteers, children, and families. S/he will exhibit a bias toward action, creative problem solving, confidence, a collaborative spirit, and an inspired approach that will influence and motivate key stakeholders, donors, partners, and staff.</p>

Further, s/he will embrace BBBSL's core values of being 1) Fiercely positive and playful with a purpose, 2) a steward and innovator for growth, 3) devoted to a level playing field, 4) unfailingly collaborative, and 5) dedicated to courage, compassion, and connection.

ESSENTIAL FUNCTIONS

Essential Function 1: Participant Recruitment & Engagement

- Recruit dedicated and safe adults willing to serve in a three-year mentoring relationship with a high school student sophomore year through graduation
- Manage mentor onboarding and ongoing training
- Manage scholar and family onboarding
- Monitor all participant engagement, attendance, and address challenges as they arise

Essential Function 2: Big Beyond Program Coordination

- Schedule, invite and administer meetings for program participants using the Zoom platform
- Coordinate quarterly events for scholars, their families, and mentors
- Invite guest speakers to mentoring sessions
- Coordinate and/or facilitate delivery of the Big Beyond curriculum modules
- Ensure that session learning materials are provided to mentors in advance of scheduled sessions

Essential Function 3: Compliance & Continuous Quality Improvement

- Ensure compliance with all BBBSA standards of practice (including program delivery, outcomes assessments), BBBSL board-approved policies and procedures, and grant requirements
- Complete necessary assessments and grant reporting
- Proactively and regularly monitor and analyze BIG Beyond MatchForce (Salesforce CRM) data to ensure compliance with standards, continuous quality improvement, and child safety at both individual staff and program levels
- Ensure excellent and accurate management of program data
- Proactively and transparently communicate internally and externally regarding program outcomes to inform strategic decision making

Essential Function 4: Big Beyond Partnership Relationship Development & Recruitment

- Cultivate and nurtures strategic relationships with key school personnel and workplace partners to ensure optimum program design, training, parent/guardian involvement, and volunteer and child recruitment
- Manage relationships critical to service delivery to include but not limited to high school faculty and staff, guest presenters, and corporate partners
- Secure internships and manages placements for scholars

Essential Function 5: Ambassador & Spokesperson

- Represent BBBSL passionately and professionally among diverse audiences and at key external events

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- Positively influences a range of external stakeholders to recruit volunteer mentors, leadership volunteers, charitable contributions, etc.
- Actively engages and communicates through social media platforms, video conferencing, and other technology participant engagement, attendance, and follows up on absences as appropriate as required

QUALIFICATIONS

Education

- Bachelor’s degree OR more than four (4) years transferable experience required

Experience

- Minimum of one-year post-degree work experience preferred
- Experience in college admissions, veteran’s placement, career/ employment services field highly preferred
- Past program coordination experience preferred
- Past service in a youth development program management preferred
- Lived experience consonant with our service population preferred

Skills

- Project management mindset
- Demonstrated interpersonal skills, and ability to work with diverse stakeholders
- Preference for working in a fast-paced, data-driven performance culture
- Experience working with information technology
- Demonstrated knowledge of Zoom video conferencing software
- Ability to anticipate and recognize obstacles and to broker collaborative problem-solving and issue resolution
- Flexibility with change
- Ability to work in a fast-paced performance management culture
- Excellent oral and written communication skills
- Understanding and value for creating and managing to key performance indicators

PHYSICAL DEMANDS OF JOB

- This job requires exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects
- Worker must frequently use typical office equipment (telephone, copier, printer, fax, etc.)
- Worker must have a cell phone with an unlimited data plan for use in the role (will be partially reimbursed with a monthly stipend)
- Worker sits most of the time
- Worker communicates with constituents, clients, and/or partners by phone and in-person
- Must be able to navigate locations that are not ADA compliant. Routinely required to travel by car
- Worker must have their own car for use in the role (mileage will be reimbursed at set per mile rate)

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WORK ENVIRONMENT

- This is a hybrid role requiring a blend of virtual and on-site work
- Primarily works in a climate-controlled office-based setting
- Must be willing to work with some frequency hours outside normal office hours to ensure BBBSL presence in the community, attend BBBSL and other networking events, meet donors/stakeholders, etc.

Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate. Duties, responsibilities, and activities may change at any time with or without notice. Employment with BBBSL is at-will. BBBSL is an equal opportunity employer and does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics.