



Mentoring Program Coordinator

In this full-time role, the Mentoring Program Coordinator is the first point of contact for our organization's two mentoring programs, Youth Empowerment and Success (YES) and Kids in a New Groove (KING). This position is responsible for gathering accurate and meaningful information about all participants to help effectively match mentors with youth according to Partnerships for Children's (PFC's) values.

Additionally, this role is responsible for the coordination and administrative needs, including management of our CRM to our Mentoring programs. The day-to-day work would require an elevated level of organizational and communication skills. In addition, we seek a self-starter who is highly motivated to face challenges to get the job done. We are committed to creating an equitable workplace that welcomes and embraces a diversity of identities, skills, and experiences and sharing this commitment in all your interactions on behalf of PFC.

Roles and Responsibilities

Administrative:

- Onboard new mentors and youth through our extensive orientation process
- Maintain all record-keeping in the organization's data management system, Salesforce
- Collect monthly program reports from active program mentors
- Enter instrument inventory for the KING program
- Develop a community engagement plan for the community

Program Support:

- Support and coordinate planning for fall and spring YES financial literacy classes
- Support program recruitment and outreach through meaningful community relationships
- Field initial interest calls and emails with potential YES and KING youth
- Match approved, trained mentors with YES and KING youth based on program metrics, working with Program Managers to ensure a successful match

Case Management:

- Assist with providing youth within Support Services programs with items and necessary resources
- Support youth in case-related meetings, such as Circle of Support, aging-out meetings, etc.
- Support the refinement of the mentoring closure process, and lead closure communications

Requirements

Experience

- At least four years of relevant experience
- Results-oriented employee with a record of accomplishment of achieving desired outcomes.
- Outstanding problem solver
- Excellent organizational skills and the ability to work independently while adhering to deadlines
- Superior interpersonal and presentation skills
- Excellent written and verbal communication skills
- Evidence of excellent collaborative and relationship-building abilities
- Strong ability to juggle multiple projects and deadlines simultaneously; flexible, patient, and adaptable to change

- Strong computer skills, including demonstrated proficiency in the entire Microsoft Office Suite, Canva, project management software, and experience with Salesforce
- Background in working with diverse populations and youth in the foster care system preferred
- Experience working with individuals who have endured complex trauma preferred

Licenses/Certifications:

- Valid Texas driver's license and minimum mandatory Texas automobile insurance coverage; must be able to provide own daily transportation
- Must be cleared by the Department of Family Protective Services Background Check

What We Offer

Compensation

Salary range of \$38,000 to \$43,000 commensurate with experience. As a committed, diverse, value-based organization, we offer excellent benefits, including employer-paid health coverage, 401k with employer matching, long-term disability, and dental, generous paid time off, and monthly "wellness days." Hybrid office/work-from-home. Professional, growing, fast-paced work environment, yet truly family-friendly and flexible.

Partnerships for Children is an Equal Opportunity Employer and does not discriminate based on sex, race, age, national origin, ethnicity, background, disability, sexual orientation, or any other characteristic protected by law. Final candidates must pass a background check in compliance with federal regulations.

Work Environment

Partnerships for Children is a dynamic, progressive, and client-focused working environment. Responsibilities may frequently require an adjusted work schedule and evening/weekend hours to meet deadlines or satisfy program requirements. This would be a hybrid work position.

About Partnerships for Children

Partnerships for Children was founded in 2003 to bridge the gap between limited government resources and the growing needs of children and families in the care of Child Protective Services (CPS). Our Mission is to *make tomorrow better than today by supporting and empowering children, youth, and families connected/involved with Child Protective Services*. We do this through two service areas:

Resource Services - Our Rainbow Rooms and Holiday Wishes programs are a hub for receiving donations and putting these valuable resources into the hands of children and families with an open CPS case in Central Texas.

Support Services - These programs reach deep into our communities to ensure positive support, resources, and opportunities for children, youth, and young adults who are experiencing (or have experienced) the child welfare system in some way. Our Support Services teams and volunteers are equipped with the knowledge and skills critical to effectively support children who have endured trauma.

- YES Mentoring – "*Whatever it Takes*" to ease the transition to adulthood and independence for youth involved in the child welfare system through mentoring support, life-skills training, and financial education with an average of 73 active matches in the Austin area.
- Kids in a New Groove – "*Mentoring has a Melody*" and provides children ages five and up involved in the child welfare system with committed one-on-one mentoring relationships with a yearly average of 1,668 music lessons taught to 117 students.
- Heart Gallery – "*One Photo Can Change a Life*," and this community engagement initiative uses professional portraits displayed in the community combined with weekly local news segments to connect families interested in adoption to select children in the care of Child Protective Services

that seek relational permanency. Each year this program highlights an average of 183 children in our Heart Gallery traveling exhibits across Central Texas and online.

- Foster Community – PFC is the backbone support for this network of nonprofits, government agencies, and community leaders dedicated to enhancing community support for families involved or at risk of involvement with the child welfare system.

Many children, youth, and families we serve through child welfare systems are disproportionately impacted by racism and other social injustices. Because of this, Partnerships for Children is committed to:

- Manifesting change in our spheres of influence by using intentional language, embracing educational and training opportunities, and engaging in courageous conversations with our supporters and other community members.
- Building an organization, programs, and events that more accurately reflect and effectively support those we serve.
- Advocating for reforms and enhancements prioritizing just treatment and the fair distribution of resources and support.

To Join Our Growing PFC Team

Learn more about PFC by visiting our website at partnershipsforchildren.org and submit your resume and cover letter outlining your experience and qualifications to jobs@partnershipsforchildren.org.