Organization: Silver Lining Mentoring
Position Title: Learn and Earn Program Coordinator
To apply: Candidates should submit a resume and cover letter explaining why you would like to be considered for this position to HR@silverliningmentoring.org.

Organizational Overview:
Silver Lining Mentoring empowers youth in foster care to thrive through committed mentoring relationships and the development of essential life skills. For over ten years, Silver Lining Mentoring has enjoyed continuous growth and success in matching youth in the child welfare system with highly committed volunteer mentors. Silver Lining Mentoring works with young people who are preparing to age out of the child welfare system by teaching critical life skills to help teens successfully transition to adulthood. Silver Lining continues to be among only a few mentoring organizations in the United States, and the only mentoring organization in Massachusetts, that exclusively serves the unique needs of youth in the foster care system.

Silver Lining offers three core services to youth impacted by the child welfare system, Community Based Mentoring, which provides one-to-one volunteer mentorships to youth ages seven and older, Learn and Earn which provides life skills development and leadership opportunities to young people ages 16 and older and Young Adult Services which provides critical and urgent resources, such as housing support, to youth who have aged out of the child welfare system. All programs promote social skills, cultivate positive relationships and a sense of community, build self-esteem, and equip youth with skills and relationships critical to their healthy development and successful transition into adulthood.

For more information on our work, our supporters and the incredible young people we serve, please visit www.silverliningmentoring.org.

Position:
The Learn and Earn Program Coordinator will be responsible for the design, implementation, continuous improvement, strategy and evaluation of Silver Lining Leaders services. The Program Coordinator will oversee and continuously improve the matched-savings program, Learn & Earn; communicate consistently and form strong relationships with youth participants, volunteers, and external partners; provide customized recruitment, resource brokering and support to youth participants; research and integrate evidence-based life skills development and culturally-responsive services; and facilitate at least four major community youth workshops per year. In addition, the Program Coordinator will perform a broad scope of responsibilities to support the mission of Silver Lining, including collaboration with Development staff to produce and report on grants and outcomes; Outreach staff to create effective marketing and recruitment campaigns; Management staff to execute Silver Lining’s strategic plan and achieve organizational goals; and external partners to strengthen Silver Lining’s relationship with and engagement of our larger community.

The ideal candidate will have supervisory, program development, curriculum development, event planning, and professional collaboration experience with a proven track record of success in project management. Strong youth work skills and volunteer management skills are required, as well as excellent workshop facilitation skills, for both youth and adult/provider audiences.
Responsibilities:

Learn and Earn Program and Youth Outreach Development and Management

- Manage Learn and Earn (LE) Program logistics including: partnership development and communications; mentor orientation, feedback and support; participant application process and support; and required activities to facilitate success of program and program participants; and program budgets.
- Create, facilitate, assess and adapt Learn and Earn curriculum and youth outreach workshop curricula based on the needs and direction of participants and partnering organizations.
- Serve as a resource-broker for youth and mentors in need of additional services during LE.
- Collaborate with Program Supervisor and Director of Programming to develop and implement LE program evaluation, assessment and reporting.
- Collaborate with Development and Evaluation staff to produce and report on grants and outcomes.

Mentor Recruitment, Screening and Training

- Work collaboratively with Volunteer Manager and Outreach Coordinator to recruit mentors whose identities reflect those of the young people we serve, including people of color, men, and people with foster care experience.
- Ensure program quality related to screening of mentor candidates, facilitate mentor trainings and interviews.

Workshop Facilitation, Event Planning, Program Design and Support

- Support the implementation of community enrichment activities to build community, including youth/mentor group events and Silver Lining’s annual camping trip.
- Assist with the development and facilitation of workshop curriculum, workshop facilitation, ongoing and consistent communication with youth and volunteers, cultivation of provider partnerships, and program evaluation.
- Assist in the development of training and supplemental resources for life skills curriculum and milestone acquisition.

Youth Recruitment and Partnership Development

- Implement and oversee outreach strategies to partner sites for LE opportunities. Routinely report to Program Supervisor on effectiveness of strategies and adjust as needed to help meet year end numbers for LE cohort and participant numbers.

Administrative/Outcomes Tracking

- Collect and enter ongoing evaluation data on matches into Salesforce database.
- Collect and enter efforts to support mentors, mentees, and matches into Salesforce database.
- Collect, upload and update files into Box cloud database.

Additional duties as assigned.

Qualifications

- Silver Lining is committed to building a culturally diverse staff and strongly encourages applications from people of color and people with foster care experience.
- Strong belief in the mission, vision and values of Silver Lining Mentoring.
- Commitment to social justice and cultural responsiveness.
- Commitment to taking a strengths-based, youth-focused, and trauma informed approach.
- Experience working with youth with out of home experience, young people of color, and/or youth who identify as LGBQ and/or TGNC preferred.
- Excellent program development, group facilitation, behavior management, curriculum development, and training/presentation skills.
- Knowledge of local service providers and/or child welfare system helpful, but not required.
- Database software skills or eagerness to learn.
- Master’s degree in Social Work (MSW), or equivalent degree or experience required.
- Position requires local travel and attendance at events/activities on occasional evenings and or...
weekends; driver’s license required
• Spanish language ability is valued, but not required
• Experience in marketing, public relations and recruitment helpful, but not required
• Excellent attention to detail
• Positive attitude, sense of humor, and willingness to give and receive constructive feedback
• Strong interpersonal, oral and written communication skills
• Ability to navigate ambiguity and be flexible
• Ability to balance the needs of multiple stake holders and work collaboratively with different departments.
• Possess a strong level of self-awareness, accountability, and adaptability
• Ability to multi-task and to respond flexibly to a fluid and evolving program environment

Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, and accessible office location in downtown Boston. This position will require some weekend and evening hours on occasion. Salary commensurate with experience. Silver Lining is able to provide a relocation stipend if applicable. Silver Lining Mentoring is an Equal Opportunity Employer. http://www.silverliningmentoring.org