

JOB ANNOUNCEMENT

ALUMNI PAIRS COORDINATOR



ABOUT iMENTOR

Founded in 1999, iMentor has quickly become one of the largest and most innovative mentoring organizations in New York City. Over the last ten years, iMentor has developed and refined a new kind of mentoring model, combining email communication and in-person meetings to prove (1) that even the busiest, most successful New Yorkers have time to be quality mentors and (2) that formal mentoring programs can flourish in NYC's most underserved communities.

iMentor partners with schools and after school programs to match high school-aged youth one-to-one with volunteer adult mentors (matches range between one and four years in length). Beginning with one classroom in the South Bronx, iMentor has matched and supported over 7,000 mentor-mentee pairs in the last ten years. iMentor currently has a waiting list of both volunteer mentors and partnering schools waiting to join iMentor's vast network of participants and is in the midst of an ambitious five-year growth plan (including national expansion through iMentor Interactive and growing the core mentoring program in New York City).

iMentor Snapshot

- ✓ During the 2008-09 program year, iMentor matched 1,000 pairs (2,000 participants)
- ✓ 95% of mentees think that getting to know their mentors through iMentor has been a positive experience
- ✓ 85% of mentees report that they have higher expectations for themselves after participating in iMentor
- ✓ 97% of mentors would recommend iMentor to a friend or coworker
- ✓ 70% of volunteers have never been mentors before joining the program

AFTER COMPLETING THE 2007-08 iMENTOR PROGRAM

- ✓ 95% of mentees graduated high school
- ✓ 72% enrolled in college

ALUMNI PAIRS COORDINATOR (APC)

iMentor's core mission – to improve the lives of young people from underserved areas of New York City through innovative, technology-based approaches to youth mentoring and education – is directly dependent on the strength of the mentor-mentee relationships and engagement of all participants. The Alumni Pairs program (AP) supports pairs who have completed the core New York City school-based program and want to continue to develop their relationships. With hundreds of our mentees graduating each year, many of whom will be the first in their families to attend college, the mentors will provide critical support to their students, and iMentor's AP program will ensure that they have the resources necessary for that support.

iMentor seeks an Alumni Pairs Coordinator to work with Senior Program Staff to develop, plan, and coordinate all aspects of the Alumni Pairs program. Responsibilities include: enhancing the existing program plan, promoting awareness of the program to pairs in the formal NYC mentoring program, and assuring that each AP pair maintains and further develops the strongest possible relationship. The Alumni Pairs Coordinator will help shape this new program and curricula, provide regular support to pairs, collect and maintain records, and plan all AP events.

Reporting to a Program Manager and working closely with the Managing Director of Programs and Director of Program Curricula, the Alumni Pairs Coordinator will have the opportunity to make a major and lasting impact on our organization. iMentor seeks a

JOB ANNOUNCEMENT

ALUMNI PAIRS COORDINATOR



dynamic individual with initiative, enthusiasm, and a demonstrated commitment to youth development. This is a full-time position, available immediately.

RESPONSIBILITIES

The Alumni Pairs Coordinator will have the following roles and responsibilities:

- Serve as direct support to all Alumni Pairs; representing iMentor with enthusiasm and professionalism
- Facilitate and develop relationships between pairs, providing individualized attention through:
 - Proactively assisting relationships through regular, timely support and best practice advice
 - Awareness and attention to arising issues with immediate and definitive follow-up
 - Monitoring email and event participation levels, and targeting pairs in need of assistance
- Contribute to Director of Curricula's creation of specialty curricula for alumni pairs
- Collaborate with iMentor's Program Department on new initiative development, including active and creative contribution to the work of the Program Manager, Volunteer Manager, Director of Curricula, and Managing Director of Programs
- Refine existing and design new Alumni Pair program initiatives to ensure program success, including bi-annual Alumni Pair-specific events
- Head data collection and analysis through semi-annual surveys; develop new systems of gathering pair data
- Create quarterly participation reports; meet short- and long-term participation goals for pairs
- Provide analysis of pairs who need additional support and advise these pairs with strategies to help them improve relationships

QUALIFICATIONS

- Bachelor's degree required, with focus in education, social work, and/or psychology a plus
- One or more years experience in education and youth development required, with preference given to experience in alumni support, data tracking and analysis, and youth mentoring
- A demonstrated ability to connect with diverse populations, including NYC high school students and working professional adults
- Extremely strong writing, verbal, and interpersonal communication skills including: professionalism, humor, and empathy
- Proven organizational and administrative skills in a professional setting, including attention to detail, database, Excel, and time management skills
- Personal qualities of integrity, credibility, enthusiasm, and the ability to demonstrate a sincere and deep commitment to the mission of iMentor and the possibilities of youth mentoring
- Successful candidates should be flexible, creative, and prepared to assume responsibility for the success of pairs
- Experience working in racially, ethnically, and socio-economically diverse urban communities strongly preferred
- Experience working with immigrant communities and bilingual skills (particularly Spanish and/or Chinese), a plus
- Ability to travel throughout the city and to staff mentor-mentee events from 6-8 pm on some weeknights and 1-4 pm on some Saturdays (Flex time is offered)

JOB ANNOUNCEMENT

ALUMNI PAIRS COORDINATOR



COMPENSATION & BENEFITS

- 30-40K, commensurate with the experience of the candidate.
- Comprehensive employer-funded medical and dental coverage.
- 12 paid annual vacation days first year, increase second year.

HOW TO APPLY

- Please send a detailed cover letter and a resume to jobs@immentor.org indicating "ALUMNI PAIRS COORDINATOR" in the subject line.
- **No phone or fax inquiries will receive a response.**

IMENTOR, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

FOR MORE INFORMATION, VISIT: www.immentor.org
