

JOB ANNOUNCEMENT

Program 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 preparing to embark on 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

PROGRAM COORDINATOR (PC)

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. iMentor seeks a Program Coordinator to oversee all aspects of mentor-mentee pair management to assure that each pair develops the strongest possible relationship. The Program Coordinator is the “face of iMentor” who works closely with teachers, mentors, and mentees in order to match pairs, lead the weekly iMentor class, plan and staff mentor-mentee events, and provide participants with regular updates. Each PC is assigned 1-2 schools where he or she oversees all mentor-mentee relationships, collaboratively works with teachers and administration, and ensures that participants have meaningful experiences with iMentor.

Reporting to a Program Manager, and working closely with the Managing Director of Programs, the Program Coordinator will have the opportunity to make a major and lasting impact on our organization. iMentor seeks a dynamic individual with initiative, enthusiasm, and a demonstrated commitment to youth development. This is a full-time position, available summer 2009.

RESPONSIBILITIES

The PC will have the following roles and responsibilities:

- Serve as direct support to a caseload of approximately 100 mentor-mentee pairs

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- Lead orientation and trainings for teachers and mentees
- Match mentors and mentees based on shared interests
- Facilitate and develop relationships between pairs, providing individualized attention through:
 - Proactively assisting relationships through regular support and best practice advice
 - Awareness and attention to arising issues in the mentor-mentee relationship
 - Monitoring email and event participation levels, and targeting pairs in need of additional support
- Lead weekly iMentor class for mentees at participating schools, including discussion of weekly email prompt, technology assistance, and administrative support to teachers and mentees
- Organize and staff multiple large scale and multi-faceted mentor-mentee events (i.e. career workshops, museum visits, end-of-year events), overseeing all logistical, content, and financial requirements
- Develop and manage relationships with schools and community-based organizations, including teachers and administration
- Conduct pre-, mid-, and post-program evaluations
- 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
- Create and analyze regular mentor-mentee participation reports; set and track short- and long-term participation goals
- Provide analysis of pairs who need additional support and implement strategies to help improve relationships

QUALIFICATIONS

- Bachelor's degree required, with focus in education, education technology, social work, and/or psychology a plus
- One or more years experience in education and youth development required, with preference given to experience in classroom teaching or 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, flexibility, 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 and partner sites
- 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)

COMPENSATION & BENEFITS

- 30-40K, commensurate with the experience of the candidate.
- Comprehensive employer-funded medical and dental coverage.

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- 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 "Program 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
