



Job Description:

Beyond School Walls Program Coordinator (Bilingual: Spanish)

Overview:

At **Big Brothers Big Sisters Columbia Northwest**, we ignite, inspire, empower and defend the potential of youth in our community through 1:1 dedicated mentorship.

Our work results in Big impact:

BIG- like the number of current matches of Bigs/Littles in our program (**455**)

BIG- like the percent increase we see in Oregon Graduation Rates with students enrolled in our program (**24% increase!**)

BIG – like the number of hours we have spent counting laughter in a room full of Bigs/Littles (**989,764**)

BIG- like the number of Littles waiting to be matched to a Big (**331**)

Will you join the team that continues our mission to build bonds of mentorship that ignite and inspire the potential of youth? We are currently seeking an additional **Beyond School Walls Program Coordinator** to participate in the volunteer and child recruitment, enrollment, and matching process, facilitate Beyond School Walls (BSW) program sessions, and provide match support to ensure child safety and satisfying relationships between the children and volunteers. This position also tracks the positive impact on program-involving youth and develops a strong sense of affiliation with BBBS on the part of volunteers.

How will you support our Bigs and Littles? We are glad you asked! BSW Program Coordinators:

- Operate the Beyond School Walls Program (up to 4 business sites each)
- Enhance partnerships between BBBS, Beyond School Walls partners, and schools
- Recruit program participants and conduct volunteer and child enrollment. This includes individual orientations, interviews, trainings, and child safety education
- Ensure high-level proficiency in applying child safety and risk management knowledge, policies and procedures throughout all aspects of the job
- Review all enrollment information, complete assessments, make recommendations, determine appropriate matches and facilitate match meetings within the structure of the Beyond School Walls Program
- Assess individual training and support needs for each match participant to ensure positive youth development and a successful and satisfying experience for the volunteer
- Meet or exceed minimum goal of 93% match support completion rate monthly
- Conduct scheduled match surveys in a timely manner and achieve minimum goal of 80% completion rate
- Effectively utilize Child/Youth Outcome Survey and Strength of Relationship Survey to assess match impact on youth development
- Share with development staff potential partnership relationships as discovered through volunteers' and parents' employers and affiliations
- Maintain accurate and timely records for each individual and match in agency data system
- Develop a plan to support ongoing volunteer involvement through individualized recognition, special events, and group dynamics
- Develop and implement summer program activities and participation in the back to school picnic
- Meet and/or exceed programmatic and agency quarterly and annual goals
- Other duties as assigned by BSW Supervisor and Program Director

What we look for:

- Bachelor's degree **required** (Social Services, Psychology, Child Development, Human Resources or related field)
- Bilingual in Spanish (written and verbal) **Required**
- Minimum of 3 years of experience working with school age populations; understanding of child development
- Experience with program development
- Excellent oral and written communication skills and strong relationship building skills
- Relates well in a multicultural environment
- Can prioritize different aspects of job and use time effectively
- Proficiency in Microsoft Office, including Word, Outlook, and Excel
- Must have a car, possess a valid driver's license, and meet state required automobile insurance minimums

- Current CPR and First Aid certified (or obtained within the first 30 days of hire)

Work Environment: Routine office environment and local travel required.

Pay and Benefits: This is a regular full-time position with a great benefits package. The position is located in our Portland office, with travel within the Portland Metro and Southwest Washington region.

1. **\$17.50** per hour, Non-Exempt, Bilingual pay included
2. 100% employer paid Health, Dental, and Vision Insurance for employee
3. Generous paid time off and holiday schedule

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change to meet the needs of the organization.

Interested? Apply now!

Please email resume and cover letter to: program.specialist@bbbsnorthwest.org.

Our goal is to be a diverse workforce that is representative of the community we serve. At Big Brothers Big Sisters Columbia Northwest (BBBSCNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. BBBSCNW believes that diversity, equity and inclusion among our colleagues is critical to our success as a social change organization and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Due to the high volume of responses anticipated, we will only respond to candidates who are under consideration. No phone calls please. For more information about us, please visit: <https://itsbigtime.org>.