**For Immediate Hire**

**COMMUNITY BASED PROGRAM SPECIALIST**

**All potential candidates must respond with a resume and a customized cover letter for this position at:** [**https://biglittlecolorado.bamboohr.com/careers/68**](https://biglittlecolorado.bamboohr.com/careers/68)**. Applications will be accepted until filled.**

**BIG BROTHERS BIG SISTERS OF COLORADO MISSION**

The ***mission*** of Big Brothers Big Sisters of Colorado (BBBSC) is to create and support mentoring relationships that ignite the power and promise of youth. Our ***vision*** is for all youth to reach their potential. This is accomplished through partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropists. We are accountable for each child in our program achieving: higher aspirations, greater confidence, and better relationships, increased sense of belonging and community/school engagement, which contributes to improved mental health, avoidance of risky behaviors, and educational success

Our ***values*** are: **B**elonging, **R**esilience, **A**ccountability, **V**ision, and **E**mpathy **(BRAVE)**

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally.

**ABOUT BIG BROTHERS BIG SISTERS OF COLORADO**

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation’s largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado makes meaningful, monitored matches between adult volunteers (“Bigs”) and children (“Littles”), ages nine through young adulthood in Colorado. We develop positive relationships that have a direct and lasting effect on the lives of young people.

**OVERVIEW**

The Community Based Program Specialist position requires excellent case management, program support and documentation for Community Based mentoring programs. This position includes event scheduling, conducting interviews and match introductions, event planning and execution, and match support. Must be highly organized and provide excellent professional customer service and meet quality metrics, outcomes and goals as established by the agency. The ideal candidate must demonstrate a high-level of awareness/expertise and independent judgment when interviewing and assessing volunteers and children in the areas of child safety, matching, match support and documentation.

**RESPONSIBILITIES**

* Perform duties in compliance with National standards and BBBSC policies, procedures and practices.
* Manage a caseload of mentors (Bigs) and youth mentees (Littles) who are paired in a mentoring relationship.
* Work to match volunteer with the youth applicant in a manner that strongly considers requests related to culture, gender, and religious affiliation.
* Conduct match introductions and paperwork for groups and individuals as assigned.
* Complete assigned match support in accordance with open caseloads.
* Ensure awareness of child safety and risk management, policies and procedures throughout all aspects of job function.
* Responsible for tracking participation, distributing and collecting surveys and program evaluations for assigned matches.
* Provide coaching and resources for mentors.
* Provide community resources and referrals to families expressing need, when possible.
* Facilitate Parent/Guardian/child orientations and volunteer training as assigned.
* Provide match updates and information as needed for grants and marketing.
* Support the planning of events, identifying activities, and selecting venues for programming.
* Attend events and activities as assigned.
* Immediately reports all suspected violations of child protection laws, Agency policies and BBBSA standards to the Program Director and Vice President of Programs.
* Represent BBBSC in a professional manner in the community and office.
* Complete all assigned work in a timely and professional manner that supports monthly/annual goals.

**QUALIFICATIONS**

* Bachelor’s Degree required or 1-2 years of youth-development experience in one or several of the following areas: mentoring, facilitating positive youth development, promoting college/career readiness, partnering with multi-cultural communities, implementing inclusive practices in service delivery, volunteer management, and/or working with Spanish-speaking communities.
* Bilingual proficiency in both English and Spanish a plus.
* Social work/Counseling experience a plus.
* Experience with youth Development and/or youth mentoring.
* Cultural competency and experience working with diverse youth and families.
* Ability to be data-driven and goal oriented.
* Strong organizational and time management skills, ability to multi-task and attend to details.
* Works independently yet able to perform well in team environment.
* Excellent verbal, written, and presentation skills.
* Excellent problem solving and decision-making skills.
* Excellent time management skills and able to multi-task
* Ability to deal effectively with changing job requirements and shifting priorities.
* Ability to practice attentive and active listening.
* Ability to foster relationships with community partners and diverse stakeholders.
* Ability to handle sensitive information and maintain confidentiality
* Proficient in Microsoft Office
* Access to reliable transportation
* Available to work evenings and weekends

**COMPENSATION**

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

* Compensation for this position is $22.36/hour.
* Comprehensive medical benefits package and 401K options.
* Many other work-life balance benefits.

For more information about Big Brothers Big Sisters of Colorado, visit our website at [www.biglittlecolorado.org](http://www.biglittlecolorado.org).

***Equal Opportunity Employer:*** Minority-BIPOC/Female/Veteran/Disability (Individuals with a disability who need an accommodation to apply please contact us at hr@biglittlecolorado.org.)

**No calls or emails from third parties at this time please.**