



## Program Director

### About Family of Friends Mentoring

We leverage the power of mentoring relationships in east Multnomah County to support positive self-identity and youth leadership, so young people have a platform to build the futures they want for themselves and their communities. We believe that connecting kids to personalized, long-term social support through mentoring contributes to a thriving community and is one way to bridge the gap between families who need support and families who have support to give. We've put increased focus on how our program impacts historical inequities and take action in the work that we value: relationships, youth voice, and racial equity. Learn more at [www.family-of-friends.org](http://www.family-of-friends.org)

### Position Summary

The Program Director leads and supports staff in managing all direct-service components of our programs which include our community-based mentoring program, "Amigas" afterschool group mentoring program, and will help develop the vision for and launch a Youth Advisory Council. We are seeking someone with strong leadership skills and the ability to orchestrate program changes related to deepening impact through an equity lens.

### Key Relationships

This position reports to the Executive Director, manages the Bilingual Program Coordinator and Program Operations Coordinator, works collaboratively with other members of staff and board, and oversees volunteers.

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**Pay:** \$55,000 - \$60,000 based on experience, full-time salaried/exempt

**Benefits:** Paid time off, holidays. Healthcare, vision and dental.

**Schedule/Work Environment:** Our team is dedicated, joyful, and maintains a person-first, open-minded environment. This is not a typical 9 to 5 position. Occasional evening and weekend events or meetings are required. Staff enjoy the flexibility to determine and manage their own schedules and work remotely as desired with some required in-office meetings (office located within Gresham City Hall).

### Qualifications & Requirements:

- Passion for community building and youth mentoring
- Support the Family of Friends' mission, values and anti-racist statement
- Master's in Social Work **and/or** 5+ years of staff/volunteer management in youth-serving organizations required
- Competent in Microsoft Office Suite
- Access to reliable transportation, current driver's license and clean driving record
- Proof of Covid-19 vaccination

We will prioritize candidates who share the lived experience of our kids and families. Bilingual in Spanish, Mandarin, or Vietnamese a plus. Differential pay available when using bilingual ability.



## **Responsibilities**

### **Program Leadership**

- Lead risk management and oversight for all direct-service programing.
- Work with Executive Director, staff, and board DEI committee to identify and implement equity-related best practices.
- Represent Family of Friends Mentoring in community collaborative groups including the Mentoring Collaborative and others as identified alongside the Executive Director. Engage in partnerships with other organizations as appropriate.
- Provide guidance, support, and coaching for program staff.
- Coordinate and plan, with Program Operations Coordinator, annual program events including volunteer appreciation luncheon, family picnic and holiday adoptions and oversee planning of monthly match activities and newsletter.
- Manage direct service program budget.
- Maintain updated program policies and procedures manual and volunteer handbook.

### **Community Relationships & Case Management**

- Manage child referral partnerships and youth/family program enrollment. Our goal this year is 25 new matches.
- Screen and match volunteer mentors with children, includes home-visit interviews.
- Design and facilitate trainings for volunteers and families, with support from other staff or contracted training agencies.
- Provide individual coaching and support (at least monthly contact) to a case load of 30-40 matches through home visits, phone, text and email
- Collect, monitor and track check-ins, logs and evaluation surveys through use of our MentorCore database, excel spreadsheets and hard-copy files.
- Connect mentee families to additional community resources when necessary.

### **Program Development & Evaluation**

- Work with team to refine vision for and implement a Youth Advisory Council.
- We've switched from monthly enrollment and matching of volunteers/youth to cohorts and are currently recruiting and matching in the spring and fall. Continue to develop and evaluate the success of this change.
- Support Bilingual Program Coordinator in refining newly-launched "Amigas" program as necessary.
- Inform and implement program impact evaluation plan with mentors, parents, and youth.
- Identify, suggest, and lead program changes resulting from evaluation learnings.
- Assist Exec. Director in program related grant tracking and reporting.



**Competencies:**

**People-Centered & Emotionally Intelligent:** You are self-aware and thrive on compassionate connections with people. You are very comfortable setting boundaries and having hard conversations. You navigate the nuances of group and individual relationship management with intuition and grace.

**Collaborative Communicator & Coach:** You are a seasoned active listener who uses empathetic expression. You prioritize making decisions as a team and know how to help people find their own solutions.

**Skilled Risk Manager:** You are skilled at discerning potential red-flags and child/mentor safety concerns. You have a demonstrated track record for handling delicate risk-management situations with multiple stakeholders. You respect, follow and advise others on agency protocols and policies.

**Understands and Values Equity:** You center youth voice and choice and have a track record of successfully coaching adults into this mindset. You are ready to frame your work with a racial equity lens and build shared leadership with those most affected by historical oppression in our program.

**Organized and detail oriented:** This job requires tracking, documentation and admin work! You must be able to clearly document case notes and manage your admin tasks according to policy, and in a way that respects the time and workloads of staff and volunteers.

**Self-motivated and Reliable:** This job will largely be self-directed, and some of it is done outside the office. We need someone who can responsibly handle large amounts of freedom.

**Solutions-focused:** Our team values the collaborative and nimble environment of our small organization and we rely on each other to expose blind-spots and work together to problem-solve. We expect each other to be open-minded, solutions-focused, and learn from mistakes.

*Family of Friends Mentoring position descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position.*

**Ready to join our team?** Submit resume and cover letter to [familyoffriendsmentoring@gmail.com](mailto:familyoffriendsmentoring@gmail.com) before Monday, July 25<sup>th</sup>.