



## Job Description

**Position:** Match Support Specialist

**Status:** Full-Time, Salaried, Exempt with occasional weekend and evening activities; Hybrid model

**Pay Range:** \$45,000 to \$52,000 based on experience

**Benefits:** Unlimited PTO, Paid holidays. Healthcare, vision and dental

**Position Summary:** The Match Specialist in partnership with the Program Director, will help develop, plan, and implement monthly activities for mentors and mentees and quarterly family events. In addition, the Match Specialist will also support a cohort of mentors and mentees and assist with the recruitment and processing of mentors and mentees. We are seeking someone who has a passion for community building and youth mentoring, understands the importance of being rooted in relationships, values amplifying youth voice, and committed to racial equity.

To find out more about who we are, please visit our website to learn more: [www.family-of-friends.org](http://www.family-of-friends.org)

## Position Responsibilities

### Match Activities and Special Events

- Create an annual calendar of monthly match activities that align with program values and initiatives, and strategy.
- Manage event communications with mentors and families including sign ups & RSVPs.
- Create and send a monthly communication newsletter for mentors and families.
- Plan & facilitate all aspects of monthly match activities including gathering supplies, identifying locations and partners, coordinating logistics, managing set up, implementation and clean up.
- Assist Program Director to coordinate and plan annual program events like volunteer appreciation luncheon, family picnic, holiday adoptions and end of the school year celebration.
- Assist Program Director as liaison for youth and volunteers during annual fundraising events.
- Provide transportation to and from match activities for youth if and when needed.

### Match Support Specialist

- Provide ongoing support to all match parties including the volunteer mentor, parent, and child to ensure adherence to program guidelines, child safety and to offer appropriate coaching.
- Secure surveys, success stories and/or photos from match parties to gauge outcomes of participation and to help us tell our story.
- Connect families to their school resources and/or other resources in the community as appropriate.
- Interview child and parent/guardian to determine eligibility for program and complete written assessments to help determine a successful match.
- Work collaboratively with other members of the community-based team (match support, child enrollment and Program Director) to intentionally match enrolling children with potential mentors.
- Provide onsite support and programming for school-based mentoring program as needed.



### **Requirements & Skills**

- Passion for elementary through high school students
- Support the Family of Friends' mission, values, and anti-racist statement
- Experience in activity and event (program) planning and relationship-building
- Understanding of ACES, Trauma-Informed Care and Restorative Practices
- 1-3 years' experience in a youth serving non-profit, public school or other community-based organization working with youth in vulnerable situations and/or youth living in neighborhoods impacted by poverty
- Experience working with diverse populations and demonstrated ability for cultural competency
- Demonstrated ability to organize, direct, plan and manage multiple activities
- Leadership skills, including an understanding of group dynamics, problem solving, decision making and delegation
- Excellent organizational, written, and verbal communication skills
- Demonstrated proficiency in Microsoft Office, Microsoft Teams, Google Suite and Canva
- Proof of COVID-19 vaccination
- Licensed and insured driver, with clean driving record and ability to drive a 12-passenger van
- First Aid/CPR certification (required within three months of hire date)
- Ability to pass background check

### **DISCLAIMER:**

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.

**Application Process:** Interested individuals are invited to submit their cover letter and resume by March 1<sup>st</sup> to [jjones@family-of-friends.org](mailto:jjones@family-of-friends.org)