



LEARNING TOGETHER TO
LOVE OUR NEIGHBORS AS OURSELVES

Position Title: Youth Mentoring Specialist

Status: Full-time

Reports to: Leadership Pipeline Director

Position Summary:

The Youth Mentoring Specialist will play a pivotal role in supporting, guiding, and advocating for Latino youth within the Chirilagua neighborhood. This individual will be responsible for developing, implementing, and overseeing mentoring programs that aim to empower young people, fostering their personal, academic, and professional growth. The Youth Mentoring Specialist will work closely with youth, mentors, families, and community partners to create a nurturing and supportive environment.

Organization:

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit community that serves Alexandria, Virginia. Its mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. The team of 10 staff members and many volunteers accomplish this mission and impact the lives of under-served Latino youth and their families through programs including Elementary Kids Club, Teens Club, Casa To College, Bible Study, one-on-one mentoring, professional development coaching, Spanish and computer literacy, and nutrition classes.

Key Responsibilities:

1. Program Development, Management, and Implementation:

- Leading program administration and mentor-mentee support.
- Create and manage the annual program budget.
- Gather data to evaluate program success.
- Plan and implement regular group social and networking events, cultural enrichment activities, and civic and community service activities to support the mentee's leadership and academic success.

2. Personnel Supervision:

- Recruit, screen, and onboard mentor volunteers.
- Provide onboarding training for mentors to ensure compliance and understanding of program requirements.
- Coach mentors on supporting mentees' development.



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- Collaborate with the Volunteer Coordinator on ongoing training and administrative tasks.
- Overseeing mentor compliance with Casa Chirilagua's Child Protection Policies.

3. Relationship Building and Case Management:

- Communicate and collaborate with external stakeholders and local mentoring organizations.
- Align programmatic partnerships with strategic goals.
- Manage mentor-mentee-family relationships and provide guidance on social, emotional, and academic development.
- Facilitating cross-cultural communication between mentee families, mentors, and school personnel as needed.
- Maintain communication with the Leadership Pipeline team regarding mentee needs and collaborate on case management for high-need families.
- Advocating for youth participant's wellbeing.
- Support Family Engagement efforts in collaboration with program leaders.

Qualifications:

- Bilingual English/Spanish is required; must speak Spanish at an advance level or higher.
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Detail-oriented with a focus on accuracy.
- Strong problem-solving skills
- Ability to work independently and collaboratively in a team, be a team-player, and be flexible.
- Proficiency with Microsoft Office: Excel, Word, PowerPoint, and Outlook.
- Valid driver's license and access to personal insured vehicle

Education and Experience:

- Associate's Degree or Bachelor's Degree preferred.
- Prior experience working with youth development programming or educational support services preferred.

We are open to investing in new professionals eager to learn and grow.

Salary begins at: \$45,000 and is commensurate with experience



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Benefits: Medical and dental benefits, short-term disability, paid-time-off, paid holidays, 12 weeks maternity leave after one year of employment.

Expected hire date: July 1, 2024

Work schedule: Hybrid position with 2-3 days in office. Monday-Friday business hours 10 am – 6 pm in Alexandria, VA, and occasional evenings and weekends. While occasional evenings and weekends are required, we offer flexibility in scheduling to ensure our team members have time to recharge and pursue personal interests.

To Apply:

Please send your resume to jobs@casachirilagua.org.