

Position Title: Mentoring & Volunteer Coordinator

Position Status: Full-Time, Exempt

Reports to: Adult Leadership Director

Position Summary:

The **Mentoring & Volunteer Coordinator** is responsible for developing and managing faith-centered programs, supporting mentors and volunteers, fostering community, and ensuring that all activities align with Christian teachings. This role requires a deep commitment to nurturing spiritual growth, facilitating service, and creating an environment where individuals can grow in their faith and make a positive and transformative impact within the community.

Key Responsibilities:

1. Program Development and Management (30%)

- Design and manage mentoring and volunteer programs aligned with Christian teachings.
- Track and evaluate program growth and community impact.
- Coordinate program scheduling and oversee logistical details of mentoring and volunteer events.

2. Personal Management (35%)

- **Recruitment and Matching**
 - Recruit, screen, and match mentors/volunteers ensuring spiritual alignment and maturity.
- **Training and support**
 - Provide initial and ongoing training and resources.
 - Offer support to mentors, volunteers, and mentees as appropriate.

3. Relationship Management (35%)

- **Communication and community engagement**
 - Foster community through fellowship events and consistent communication.
 - Collaborate with communications team to engage participants and the broader community.
 - Build and sustain partnerships with local ministries, churches, and organizations.
 - Connect with families by doing regular home-visits.
 - Managing social media platforms for promotional and engagement purposes.
 - Participate in public engagement events, for example tabling events or speaking engagements.
 - Promote discipleship and servant leadership among mentors, volunteers, and participants.

Key Competencies:

- **Faith-Based Leadership:** Ability to model Christ-centered leadership, inspire spiritual growth, and create a faith-driven community among staff and students.

- **Cultural Competence:** Understanding and respect for the cultural backgrounds and needs of the families served, with a focus on Latino immigrant communities.
- **Communication:** Strong interpersonal skills, with the ability to communicate effectively and empathetically with children, families, staff, and community partners.
- **Program Development:** Ability to design, implement, and evaluate programs that support both the academic and spiritual growth of youth.
- **Creative Problem-Solving:** Innovative and resourceful in overcoming challenges and creating new opportunities for youth and families.
- **Commitment to Mission:** A deep passion for the work of Casa Chirilagua and a commitment to serving others through the power of the Gospel.

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.
- Familiarity with Microsoft Office Suite, Google Workspace, Canva.
- Commitment to the mission of Casa Chirilagua and a personal, active Christian faith that aligns with the organization's core values.

Education and Experience:

- Associate degree or bachelor's Degree preferred.
- Prior experience working with youth and/or adults development programming or educational support services preferred.
- We are open to investing in new professionals eager to learn and grow

Work Environment:

- Full-time position with some evening and weekend hours required for programming activities, events, and family meetings.
- The position is based in the Chirilagua neighborhood and will require travel within the local community for outreach and collaboration with partners.

Compensation:

- Competitive salary based on experience in the early fifties.
- Benefit's package includes health insurance, 17 paid holidays, comp time and professional development opportunities.

To Apply:

1. Please send a resume and thoughtful cover letter that includes how your skills and experience meet the qualifications of this position, as well as how your faith aligns with our organization, and why you are interested in the position to jobs@casachirilagua.org.
2. Complete the online application found here: <https://forms.office.com/r/xSWkEJFGrv>