



**MENTORING YOUTH.
CHANGING FUTURES.**

JOB TITLE: Senior Program Specialist & Corporate Liaison

DEPARTMENT: Corporate Mentoring Program

REPORTS TO: VP of Programs / Chief Development Officer

FLSA STATUS: Non-Exempt

Our Mission: Our Mission is to help children reach their potential through professionally supported, one to one mentoring relationships that have measurable impact. Our Vision is successful mentoring relationships for all children who need and want them contributing to brighter futures, better schools, and stronger communities, changing the lives of children for the better, forever.

Job Summary: The Senior Program Specialist & Corporate Liaison oversees successful execution of the Beyond School Walls (BSW) workplace mentoring program while providing support for continued collaboration with corporate stakeholders, BSW volunteers and community partners.

JOB RESPONSIBILITIES

Program Execution:

- Conduct enrollment responsibilities by interviewing, assessing, and fingerprinting potential volunteers. Provide timely and comprehensive written assessments and recommendations for participation in the program while identifying suitable potential matches. In addition to assisting with volunteer orientations and training.
- Contribute to the development of site curriculum.
- Facilitate and supervise site sessions. Ensure positive match development and safety of both Bigs and Littles by conducting monthly match support that is accomplished through in-person, email or telephone contact.
- Ensure high-level expertise in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function to ensure long-term caring relationships between matches while focusing on positive outcomes for youth.
- Work effectively with assigned partner schools and corporate partners to schedule and plan out sessions, meetings, and transportation for participating students.
- Provide ongoing support of engagement for the assigned matches to achieve length of match, closure and outcome evaluation goals by providing recommendations for volunteer appreciation and participation in events.
- Maintain accurate file documentation for each match according to BBBSA standards and agency policies in addition to providing accurate and timely program statistics.
- Complete appropriate trainings as directed by supervisor and attend agency staff and departmental meetings.
- Effectively manage and support the BSW Program Specialist and ensure overall program success.

Corporate Relations:

- Assist Associate Director of Development (ADD) in identifying, stewarding and securing future workplace mentor corporate partners.
- Responsible for the cultivation, stewardship and ultimate retention of all workplace mentoring program partners as well as volunteers and students.
- Actively steward relationships with corporate stakeholders toward a goal of converting partners to additional revenue generating verticals i.e.: Grant, Event Sponsor, etc.
- Supervised by the ADD, work with Marketing team to create a robust recognition program for corporate partners including the implementation of a workplace mentoring newsletter, all social media efforts and appreciation events.
- Effectively communicate with the Marketing/PR team on press-worthy activities, volunteer highlights and program successes to enhance visibility of the program within the corporate community.
- Actively seek to reduce program costs by securing program sponsorships, gift-in-kind and other donations.
- Work with ADD to manage partner billing cycle to ensure accuracy of program funding.
- Develop relationships with new corporate and community partners to increase value of the program and increase engagement at site i.e.: include guest speakers, incorporate curriculum from non-profit partners, etc.

Job Qualifications

- Bachelor's Degree required
- Experience with at-risk/high-risk youth (volunteer and/or paid) preferred
- Familiar with Windows XP software applications
- High level of customer service and experience with relationship management
- Must have access to a reliable automobile, valid driver's license and automobile insurance
- Excellent oral and written communication skills reflecting solid customer service both in-person and via the telephone
- Excellent organizational and time-management skills
- Maintains confidentiality throughout daily operations
- Ability to multi-task and work independently in fast paced environment with heavy workload while exercising good judgment, decision making and problem solving skills

Competencies

- Customer Focus
- Interpersonal Savvy
- Active Listening
- Foster Teamwork and Collaboration
- Conflict Resolution Skills (Internal & External)
- Organizational Ability
- Results/Outcome Oriented
- Promotes Vision and Mission

Work Environment

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Routine office environment.
- Frequent independent travel.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.

Your employment with BBBSOC will be "at will," meaning that either you or BBBSOC may end your employment at any time and for any reason, with or without cause.