

## Mentor and Program Outreach Coordinator Job Posting

Are you a talented Mentor/Outreach Coordinator? This position will work closely with the Program Manager, Mentoring Services to implement outreach to mentoring programs around the state with a focus on the New Haven area, and other underrepresented areas/communities. Under the guidance of the Program Manager, the Mentor/Outreach Coordinator will facilitate mentor recruitment plans/services, activities, training, information sessions, and orientation activities.

The ideal candidate for this position will be an innovative, enthusiastic professional who is detail-oriented and enjoys working with diverse populations.

This is a 37.5 hour full-time non-exempt level, Connecticut-based, benefits eligible position. Travel is statewide within CT, 75% primarily during the business day. Some nights, weekends, and out-of-state may be required on occasion. **Travel will be based on CDC guidelines to community sites, meetings, schools, conferences, and trainings both in and out-of-state.**

***This position will be Work at Home through 2022 and will require you to report to our East Hartford, CT office in January 2023 on occasion.***

***A cover letter with your resume is required for consideration.***

### ESSENTIAL FUNCTIONS

- Statewide mentor recruitment, training, community engagement, and mentor orientation (focus on underserved communities)
- Coordinate mentor program database – registrations, approval of programs, (data entry and program contact maintenance)
- Facilitate substance use prevention community workshops
- Engage youth across the state to share mentoring experiences through media opportunities.

### KNOWLEDGE & SKILLS

- Build and maintain recruitment relationships with communities, key stakeholders, and team
- Attention to detail to ensure data is entered correctly and protocols are followed
- Identify quality youth mentoring programs across the state
- Coordination and maintenance of mentoring program database
- Problem-solving abilities
- Capacity to learn online systems and tools independently
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operation principles
- Ability to communicate with team members and community stakeholders about issues related to data collection and interpretation

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Services or related field preferred, or equivalent professional experience.
- 1-2 years of experience in working with Greater New Haven-based youth-serving organizations, resource networks, and collective impact coalitions.
- Must have 3-5 years of experience as a Coordinator or Program Manager for a community-based youth mentoring program implementing the "Elements of Effective Practice for Mentoring", or youth development specialist in a community-based setting.
- 3-5 years of experience in nonprofit community engagement and outreach required.
- Proactive, self-starting, and strong attention to detail, ability to follow through on multiple tasks in a fast-paced environment.
- Excellent skills in public speaking and presentation.
- Must have transportation and a valid Connecticut driver's license for travel throughout Connecticut.
- Must be able to travel and attend meetings, conferences, and other events during normal business hours, and occasionally during evening and weekend hours.

**Salary Range: \$52,000 - \$55,000**

***A cover letter with your resume is required for consideration.***

**Closing Date: November 15, 2022**

**Reference posting ID #MPOC: [Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)**