



# Job Description

**JOB TITLE:** Mentoring, Advancement & Outreach Manager

**STATUS:** Full Time

**ORGANIZATION:** St. Joseph Services

**FLSA STATUS:** Exempt

**CUSTOMARY HOURS:** Monday-Friday 9am-6pm; occasional weekends and evenings

**HOURS/WEEK:** 40

**DEPARTMENT:** Programs

**DIRECT SUPERVISOR:** Director of Programs

**DIRECTLY SUPERVISES:** N/A

## Mission

*Inspired by the vision of St. Vincent de Paul, St. Joseph Services educates youth and adults, developing values and talents through collaborations to strengthen communities.*

## Vision

*Transforming lives to transform communities.*

## Core Values

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**Our employees commit themselves as individuals to live out the core values of Collaboration, Hospitality, Empowerment, Excellence, Respect, and Service daily as we serve the needs of others.**

**Collaboration-** Networking with others to provide or enhance services

**Hospitality** - Welcoming others in a spirit of openness and compassion

**Empowerment** - Educating, mentoring, and assisting others to grow to their full potential

**Excellence** - Providing highest-quality service

**Respect** - Treating others with reverence, compassion, and integrity

**Service** - Practicing generosity of spirit – especially for persons most in need

## Team Behaviors

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1. **Versatility** – Understanding and appreciating different and opposing perspectives on an issue; adapting one’s approach as the requirements of the situation change; an eagerness for positive action; self-control; active listening.
2. **A collaborative work model** – Cooperatively working and sharing responsibility; contributing to the group effort; realizing a sense of commitment and ownership in the success of the organization’s goals.
3. **Mutual accountability** – Holds others accountable with their roles; provides and receives feedback and takes constructive action.
4. **Client/customer advocate** – Identifies opportunities to improve quality of services; presents one’s self professionally.
5. **Protects confidentiality & privacy** – Respects and protects information about all staff and clients.



# Job Description

## General Summary

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The Mentoring, Advancement & Outreach Manager is responsible for overseeing the professional and personal development opportunities to emerging youth and adults. Reporting to the Director of Programs, the Mentoring, Advancement & Outreach Manager will serve as the direct point of contact for all youth/adult professional advancement, mentoring, Open Gym, and community liaison, maintaining strong communication between communities served, SJS staff, and the administrative office at all times.

## Duties & Responsibilities

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1. Perform the role of program manager in a professional manner that reflects the mission, vision, and values of St. Joseph Services.
2. Collaborate with Director of Programs and Executive Director to establish, develop, implement and evaluate mentoring programs for youth and professional development in areas served (i.e. Open gym, Running Mates, Summer Shoot-Out Basketball League).
3. Fill in as a youth instructor and assist with other youth and adult programs, when needed.
4. Lead weekly trainings, class management, routines, and strategies necessary for the career advancement of Social Justice Advocate, Chicago Public Schools youth and adults.
5. Adhere to proper COVID health and safety practices by cleaning and sanitizing classroom after dismissal of Youth.
6. Recruit professionals, trainers, and speakers to supplement instruction and development for Mentoring program.
7. Assist with recruitment of experienced Youth Instructors, Youth Program Assistants, Managers, and other SJS employees to deliver instruction and development.
8. Support the Social Justice Youth Instructor and Chicago Public School Mentoring coordinator as they track and evaluate the youth's experience and progress.
9. Maintain program records including demographic and outcome information; attendance, and participation of all program participants using Department of Family and Support Service (DFSS) City Span and Chicago Public Schools Database.
10. Maintain a portfolio for each participant they will keep after they graduate.
11. Collaborate with SJS grant writer to implement program specific grants.
12. Continue professional development through classes, workshops, and seminars including St. Joseph Services staff meetings & in-service days.
13. Work with Development Department to ensure that current brochures and other program materials for mentoring, program services are available for distribution throughout the community.
14. Collaborate with the Community Outreach and Volunteer Manager to maintain relationships and open communication with area churches, programs, organizations, and collaborations that can distribute program information, especially those located in Latinx Communities.
15. Coordinate with the Executive Director and Director of Programs to determine and prioritize services and resources that complement services provided by SJS; establish alliances with agencies that provide prioritized services and gather relevant information and resources for the SJS resource database.



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16. Manage the associated budgets and expenses for assigned youth development programs (i.e. program income and fees per SJS guidelines, program expense tracking, order supplies, annual budget updates).
17. Advertise, host registration and orientation dates and times for participants and their sponsor organizations for all advancement.
18. Maintain letters of agreement and participation contracts with participants, their sponsor organizations, and partners
19. Participate in SJS events, including but not limited to: Annual Fall Festival, Trivia Night, Associate Board events and community outreach events on evenings and weekends.
20. Assist with Spanish translations, social media and other duties as assigned.

## Job Requirements

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### Experience/Education

- Bachelor's degree in human service, education, communications, or nonprofit services preferred.

### Qualifications

- Strong passion for SJS's Mission and Vision
- Sensitivity to the cultural and socio-economic characteristics of the communities served
- Excellent written and verbal communication skills
- Excellent organizational skills, including the ability to manage and prioritize multiple projects, establish workload priorities, and meet deadlines.
- Must have a minimum of two years supervisory and community engagement experience.
- Must be able to work independently and proactively while being a dependable team player.
- Excellent working knowledge of Microsoft Office productivity tools (Word, Excel, PowerPoint, Outlook) and Publisher.
- Ability to travel locally to various locations on a regular basis
- Ability to work with sensitive and confidential information.
- Bilingual: English and Spanish Speaking

## Physical Demands

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*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is regularly required to talk or hear.
  2. Possess the ability to fulfill and any all-office activities normally expected in an office setting, to include, but not limited to: remaining seated for periods of time to perform computer entry
  3. The employee must occasionally lift and/or move up to 20-25 pounds to compile event supplies.
  4. At times, may require more than 40 hours per week to perform the essential duties of the position.
  5. Fine hand manipulation (keyboarding).
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### **Work Environment**

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*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Internal office space.
2. The noise level in the work environment is usually moderate due to shared space.

**St. Joseph Services is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, marital status, disability, national origin, or sexual orientation.**