**Program Assistant**

The Mentoring Center is seeking two Program Assistants to join our team!

**About The Mentoring Center**

Founded in 1991, The Mentoring Center is an organization based in the community and created to serve and support youth and young adults through Transformative Mentoring. TMC provides:

1. direct service to young people, with a specific focus on those who are systems-impacted;
2. training, technical assistance and program design support to individuals and youth serving organizations and institutions, and;
3. Policy advocacy for those policies directly impacting our youth, including but not limited policies for violence prevention, health and wellness, juvenile justice, school pushout

**About the Role**

The Program Assistant will provide administrative support for The Mentoring Center’s direct service programs. This is a part-time, entry-level position.

**Position Summary**

* Maintain regular contact with program participants.
* Assist with weekly Transformative Mentoring Group sessions, including equipment set up.
* Participate in program activities.
* Maintain program participant files.
* Document events, group sessions, and program activities through multiple forms of media (audio and video).
* Attend all trainings, events, retreats, and professional development opportunities provided for The Mentoring Center staff.

**About You**

* Passion for the mission of The Mentoring Center and working with young people – former TMC program participants and alumni are strongly encouraged to apply.
* Excellent communication skills.
* Excellent skills in technology (audio/video equipment, social media).
* Ability to work both collaboratively and independently.
* Effective verbal and written communication skills.
* Deadline driven with attention to detail.
* Must work some evenings, when necessary.

**Equal Opportunity Employment**

The Mentoring Center is committed to maintaining an inclusive, supportive, and welcoming work environment that reflects the rich diversity of youth, their families, and the community members we serve. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community.

The Mentoring Center is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, marital status, sex, gender or gender identity, age, sexual orientation, or any other factor not related to ability to fulfill the requirements of the position successfully. Applicants with personal or lived experiences with the juvenile or criminal legal systems, and/or the child welfare system are strongly encouraged to apply.

This is a part-time position, which includes the following benefits:

* Paid vacation, sick days, and holidays
* 401K

Compensation for this position is starting at $20.00/hour.

**To APPLY:**

Please send resume and cover letter to: tmc@mentor.org

No phone calls or office visits.

For more information about The Mentoring Center, please view our website at [www.mentor.org](http://www.mentor.org)