**Program Manager**

The Mentoring Center is seeking a Program Manager 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 Manager will support The Mentoring Center’s direct service programs by coordinating and managing program activities, assisting with data collection and submission, completing reports, recruiting of participants, collaborating with partner organizations, responding to program inquiries in a timely manner, and participating in DVP convenings and trainings.  As importantly, the Program Manager will be responsible for engaging and enrolling participants in The Mentoring Center’s other complementary programs and activities so that the breadth of TMC’s work is available to each participant.  The Program Manager will report directly to the Director of Programs.

This position requires an individual who is organized, detail-oriented, self-motivated, and collaborative with excellent oral and written communication skills.

**Position Duties**

* Assist the Director of Programs in coordinating The Mentoring Center’s youth and young adult direct-service programs.
* Represent The Mentoring Center at program convenings, meetings and trainings.
* Assist with coordinating data collection, as mandated by each program and as is necessary for The Mentoring Center.
* Assist with timely report submission for grants and contracts.
* Work with program staff (mentors, life coaches, case managers) and external program partners to provide services to youth and young adults.
* Assist with site visit preparation.
* Attend weekly Transformative Mentoring Groups (evenings)

**About You**

* Passion for the mission of The Mentoring Center and working with young people
* 2-5 (minimum) years of experience in nonprofit youth development work.
* Excellent skills in the areas of organization, time management, problem solving, and ability to manage competing priorities.
* Ability to work both collaboratively and independently.
* Effective verbal and written communication skills.
* Deadline driven with attention to detail.
* Proficient with Microsoft Office Suite and Google Platform.
* Willingness to work evenings on occasion.

**Equal Opportunity Employment**

The Mentoring Center is committed to upholding an inclusive and supportive 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 successfully fulfill the requirements of the position. Applicants with personal or lived experience with the juvenile or criminal legal systems, or the child welfare systems are strongly encouraged to apply.

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

* Paid vacation, sick days, and holidays
* Health coverage: medical, vision, and dental
* 401K

Compensation for this position is $52,000 - $55,000, depending on skills and experience.

**To APPLY:**

Please send resume and cover letter to: [tmc@mentor.org](mailto: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)