**The Mentoring Center**

**Position Announcement**

**Director of Programs for The Mentoring Center**

The Mentoring Center is hiring a Director of Programs! We are looking for a Director of Programs to lead The Mentoring Center’s direct work with youth and young adults. We are at an exciting time in our agency’s evolution, as we plan for our strategic growth and program expansion.  The Mentoring Center is a community-based organization with a 32-year history of supporting youth and young adults in their development and transformation. We also build the capacity of other youth-serving individuals, institutions and organizations through training, technical assistance and consultation.

1. **Responsibilities and Duties**

Staff Supervision

* Supervise, Mentor, and Evaluate Program Staff
* Conduct Internal Staff Training and Orientation
* Make Hiring and Firing Decisions for Program Staff

Program Management

* Develop, Implement, and Maintain TMC’s Programs
* Complete and Submit Reports (and other documents) to Funders, Partners and Contractors
* Be the Contact and Point Person for All Programs
* Attend Meetings and Convenings with Program Partners on TMC’s Behalf
* Manage and Maintain Databases and Data Collection Tools for All Programs

Transformative Mentoring Groups

* Co-facilitate and support staff in the facilitation of Transformative Mentoring Groups
* Participate in Curriculum Development

Mentor Training and Consultation

* Work with the Executive Director to provide training and consultation to training clients
* Assist with building TMC’s training team
* Respond to Training Requests

1. **Qualifications**

This is an extraordinary opportunity for an individual with team management experience to grow and further develop The Mentoring Center’s programs. The successful candidate will lead programs, partner with the ED and work collaboratively with the management team and with program staff.

Specific requirements include:

* Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs,
* Proficient in using technology as a management reporting and data collection tool,
* Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth,
* Strength in hiring, recruiting, supervising, developing, coaching, and retaining staff members, empowering them to elevate their levels of responsibility, and performance,
* Deep understanding of human resources, employee performance improvement plans, and corrective action policies,
* Experience with record keeping and data collection. Knowledge of Salesforce, Apricot and/or CitySpan is a plus,
* Excellent verbal and written communication skills with exceptional attention to details, and
* Personal qualities of integrity, credibility, and a commitment to and passion for The Mentoring Center’s mission and the youth and young adults we serve.

The ideal candidate should have a minimum of five (5) to eight (8) years of relevant experience working in nonprofits (youth development experience is a plus), with a minimum of three (3) years of management, leadership and staff supervision experience. Applicants must have experience working with youth and young adults directly and must be able to pass the background check required to work with minors.

Those with lived experience with the criminal and juvenile legal systems and/or the child welfare system, knowledge of and ties to the Oakland community, and/or experience working with systems-impacted youth and young adults are strongly encouraged to apply.

**Equal Opportunity Employment**

The Mentoring Center is committed to upholding an inclusive and supportive work environment that reflects the rich diversity of youth and young adults, 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 the community.

The Mentoring Center is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate based on 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 the ability to successfully fulfill the requirements of the position.

This position reports directly to the Executive Director and is part of the agency’s management team.

This is a full-time, ***in-person*** position with a starting salary between $75,000 and $78,000 annually, depending on skills and experience. There is potential for growth, as the organization plans for strategic expansion. Benefits include paid vacation, sick days, and holidays; health coverage (medical, vision, dental); and a 401K plan.

Interested candidates should submit a resume to [tmc@mentor.org](mailto:tmc@mentor.org) with Director of Programs in the Subject Line. A cover letter is optional but strongly encouraged if it provides additional information as to why the applicant and The Mentoring Center are a good fit.

No telephone calls please.