Big Brothers Big Sisters of East Central Wisconsin: Program Coordinator, 25 hours/week; flexible schedule

POSITION PURPOSE
The Program Coordinator is responsible for providing comprehensive enrollment and matching support to Waupaca County volunteers, youth, families, and key collaborators in support of achieving organization goals. This position will coordinate community-based and site-based mentoring activities, with a focus on match support, coaching and engagement and additional support and other activities. Additionally, this position is responsible for building and maintaining positive relationships with partner corporations, community partners, and school administration and personnel to ensure efficient program enrollment and participation in alignment with BBBS Standards of Practice and Service Delivery Model. As a member of the BBBS Team, this position is also responsible for supporting and directly contributing to the organization’s growth and culture of collaborative leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES
- Provide comprehensive oversight of the recruitment and enrollment of volunteers and children to ensure fit and highest quality match opportunities in alignment with organization’s mission and goals, including the following
- Provide comprehensive support and professional coaching to volunteers, children, parents, and other key stakeholders involved in a match relationship to ensure the ongoing safety and success of that match, including the following
- Develop and implement meaningful match engagement activities including the following
- Play an active role in cultivating relationships for the organization and other duties as assigned to support the growth and functioning of the organization.

Education/Experience
- Associate degree and two years of relevant work experience in related fields, such as human services, social work, counseling, education, child development, or other related fields.
- Bachelor’s degree preferred

Critical Skills & Knowledge
- Excellent organizational and written/oral communication skills required.
- Excellent ability to form and maintain quality relationships with volunteers, donors, staff, and board.
- Demonstrated ability to work independently and as a team player.
- Demonstrated ability to meet deadlines and manage multiple projects at once.
- Demonstrated ability to effectively use Microsoft Office, including Outlook, Word, and Excel in alignment with daily responsibilities.
- Ability to identify, develop and utilize available community services and resources to benefit staff and agency.
- Ability to effectively collaborate with other staff in a team-oriented environment
- Ability to relate well in multi-cultural environments.
Compensation:

The compensation for this Part-Time position is competitive pay commensurate with experience. Benefits include health insurance, vacation, holidays, wellness days, 401k retirement plan and an employee assistance plan.

To Apply:  DEADLINE TO APPLY: December 31st, 2022

Send resume and cover letter to jobs@bbbsecw.org or mail:

Kathryn Johann, Program Director, Big Brothers Big Sisters of East Central Wisconsin, 1331 American Drive, Neenah, WI 54659

\textit{Big Brothers Big Sisters is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability, or veteran status.}