



Position Title: iMentor Coordinator
Reports To: Director, Single Stop
Department: Single Stop
Prepared By/Date: Donna French/07-06-2011
Approved By/Date: Barbara Pryor/07-07-2011
Revised:

Job Code: 0138
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

This position is responsible for managing an innovative pilot program that connects Miami Dade College (MDC) alumni to current MDC students and Single Stop clients through iMentor's nationally recognized mentoring program.

Essential Duties and Responsibilities:

- Recruits mentors from Miami Dade College alumni
- Recruits mentees through MDC Single Stop site
- Provides ongoing training, coaching, and feedback to mentors and Single Stop staff to ensure and meet program goals and deadlines
- Designs orientation for mentees
- Leads program start-up and establishes protocols for managing overall program (i.e., mentor recruitment and training; teacher and mentee orientation; and iMi technology platform usage)
- Acts as liaison and collaborates with the Single Stop office on Campus to ensure integration of all the Single Stop services (legal counseling, financial coaching, tax preparation, benefits application assistance) through documented/uniform referral process
- Assesses mentor-mentee pairs and supports pairs to ensure development of high-impact relationships (i.e., attend events; evaluate quality and frequency of communications and meetings)
- Provides a strong commitment to the shared mission of Single Stop, iMentor, and MDC
- Oversees regular meetings with partner and school staff and observes program operations to identify key challenges by offering resources and quick solutions
- Documents qualitative program impact through scenarios and pair profiles
- Advises partner staff on lessons learned, sector research and mentoring best practices
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of recruitment, selection and interviewing
- Knowledge of Microsoft Office applications and office automation
- Excellent analytical skills in preparing comprehensive reports and interpreting data
- Excellent communication, persuasion, negotiation, follow-up, and organizational skills
- Possess an entrepreneurial spirit and professional demeanor
- Ability to successfully interact with all levels of management and employees
- Ability to maintain confidentiality of sensitive personal information of volunteers and former volunteers and other matters affecting volunteer reunions
- Ability to effectively collect, analyze, evaluate and prepare numerical data
- Ability to use effective time management skills to meet program deadlines
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to travel to all campuses as needed
- Ability to work in a multi-ethnic, multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

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.

While performing the duties of this job, the employee is frequently required to stand. The employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree from a regionally accredited institution in Social Work, Education, or related field and five (5) years of related work experience dealing with low-income families and/or individuals within a large client population in either social work, program management, education and/or counseling

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name