



Program Support Specialist

(Independent Contractor)

Founded in 2021, `A`ALI`I Mentoring (AM) is a nonprofit organization that supports young people (18-24 years old) from underserved communities to navigate their higher education and young adulthood journey. Through 1:1 mentoring and group cohort mentoring, AM builds relationships and a community that fosters growth and creates positive change. AM's 10-month program focuses on education, career readiness and development, and personal growth. For more information, please visit the website: [`A`ALI`I Mentoring](#)

Program Support Specialist Summary: The program support specialist will help coordinate and manage the mentoring organization including assisting in the program development, implementation, and evaluation. This role involves assisting with the recruitment and training of mentors, matching mentors with mentees, overseeing the mentor/mentee matches, and ensuring the delivery of high-quality mentorship experiences. The ideal candidate is passionate about working with young adults, highly organized, possesses strong communication and interpersonal skills, and aligns with `A`ALI`I Mentoring's core values of authenticity, collaboration, respect, resilience, and resourcefulness.

Key Responsibilities:

1. Program Management:

- Assist with and provide input on the development and implementation of mentoring program strategies and objectives
- Coordinate and schedule mentoring events and activities
- Monitor and support the mentor-mentee relationship, addressing any issues that arise
- Assist with the monitoring and evaluation of program effectiveness
- Maintain accurate records of program activities and participants

2. Recruitment and Training:

- Assist in recruiting, screening, and selecting mentors and mentees
- Assist in conducting orientation and training workshops for mentors
- Assist in providing ongoing support and resources to mentors and mentees

3. Community Outreach:

- Develop and maintain relationships with schools, community organizations, and other stakeholders to enhance service delivery
- Promote the mentoring program through various channels, including social media, newsletters, and community events
- Represent the organization at community meetings and events

4. Administration and Reporting:

- Assist in the development of program budgets and grant proposals
- Participate in budget development and strategic planning as needed

5. Additional Duties:

- Collaborate with other staff members and volunteers to achieve organizational goals
- Stay informed about best practices in mentorship and apply them to the program
- Perform other roles as assigned by the program leadership team
- Propose additional roles to be performed in concurrence of the program leadership team.

Qualifications:

- 5 years of experience in social services
- Bachelor's degree in education, human services field, or commensurate experience
- Experience working with young people from underserved/under-resourced communities
- Knowledge of local community and resources
- Strong organizational and project management skills
- Excellent communication and interpersonal skills with the ability to collaborate effectively with diverse stakeholders
- A self-starter with excellent problem-solving skills
- Culturally sensitive, empathetic, and open-minded to diverse perspectives
- Reliable and able to maintain confidentiality
- Ability to work independently and be a team player
- Proficiency in Google Workspace applications and familiarity with database management
- Ability to lift and/or move up to 30 pounds
- Valid driver's license and access to an automobile

Working Conditions:

- Not more than 20 hours per week.
- Office environment with occasional travel to community sites and events.
- Flexible schedule, including some evenings and weekends as required.
- Some weekend days and evening hours will be required during the program year (August 2024-May 2025).
- This arrangement is for an initial term of one year.

Compensation: \$21.00 - \$24.00 hourly rate

Application Process: To apply, please submit your resume, cover letter, and contact information for three references to info@aaliimentoring.org as soon as possible. Please include "Program Support Specialist" in the subject line.

Equal Opportunity Employer: `A`ALI`I Mentoring is an equal opportunity employer and values diversity at all levels of our organization. We encourage applications from all qualified individuals.