

Job Posting: Mentorship and Volunteer Coordinator / Parent Liaison

Position: Mentorship and Volunteer Coordinator / Parent Liaison

Location: Denver, CO

Employment Type: Full-Time

Salary: \$50,000 per year

Start Date: [Insert Start Date]

Application Deadline: Position Open Until Filled

About the Sims-Fayola Foundation:

The Sims-Fayola Foundation is dedicated to improving the life outcomes of young men of color through direct programming and catalyzing systems change by addressing the root causes of educational inequities and institutional barriers. We focus on fostering environments where young men of color can thrive, and we are committed to creating opportunities that inspire, empower, and uplift our community.

Position Overview:

We seek a passionate and organized Mentorship and Volunteer Coordinator / Parent Liaison to join our team. This multifaceted role is crucial in overseeing and coordinating all aspects of our mentorship and volunteer programs while serving as the primary link between the Foundation and the parents of the young men currently enrolled in our programs, as well as those who have participated in the past. The ideal candidate will have a strong background in program coordination, volunteer management, and parent engagement, with a deep commitment to supporting young men of color in their personal and academic growth.

Key Responsibilities:

Mentorship Coordination:

- Design, implement, and manage the Foundation's mentorship programs.
- Recruit, train, and support mentors to ensure successful mentor-mentee relationships.
- Monitor and evaluate the effectiveness of mentorship programs, making necessary adjustments to improve outcomes.

Volunteer Coordination:

- Develop and execute strategies to recruit, engage, and retain a diverse pool of volunteers.
- Organize orientation sessions, training, and ongoing support for volunteers.
- Plan and oversee volunteer activities, ensuring they align with the Foundation's goals and needs.

Parent Liaison Responsibilities:

- Serve as the primary point of contact for parents, addressing questions, concerns, and feedback.
- Develop and maintain strong communication channels with parents of current and past program participants.
- Organize and facilitate workshops, meetings, and events to engage and support parents in their children's development.

Community Outreach and Partnership Building:

- Build and maintain relationships with community organizations, schools, and other stakeholders.
- Represent the Foundation at community events to increase visibility and foster partnerships.
- Collaborate with partners to support the Foundation's programs and initiatives.

Qualifications:

- **Education:** A bachelor's degree in education, social work, nonprofit management, or a related field is preferred.
- **Experience:** Minimum of 3 years of experience in program coordination, mentorship, volunteer management, or a related role.
- **Skills:**
 - Strong organizational and project management skills.
 - Excellent communication and interpersonal abilities.
 - Experience in training, supervising, and supporting volunteers and mentors.
 - Ability to work effectively with parents, educators, and community members.
 - Proficiency in using technology and software for communication, scheduling, and tracking program metrics.

Key Competencies:

- **Cultural Competence:** Understanding and respect for the diverse backgrounds and experiences of the young men, families, and communities we serve.
- **Empathy and Patience:** Ability to work with parents and volunteers in a supportive and understanding manner.
- **Problem-Solving:** Strong analytical skills with the ability to address challenges and find effective solutions.
- **Flexibility:** Ability to adapt to changing circumstances and handle multiple responsibilities simultaneously.

Why Join Us?

- **Impact:** Play a key role in shaping the futures of young men of color by fostering meaningful mentorship and volunteer relationships.
- **Community:** Work with a passionate team dedicated to creating positive change in the community.

- **Growth:** Opportunities for professional development and growth within the organization.

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to Joy Sims, Director of HR, at joy@sffoundation.org. Please include "Mentorship and Volunteer Coordinator / Parent Liaison Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

The Sims-Fayola Foundation is an equal-opportunity employer and strongly encourages applications from individuals who reflect the diversity of the communities we serve.