

## JOB POSTING

### Youth F.I.R.S.T. Mentoring Program Assistant

**About Communities In Schools of Chatham County:** Communities In Schools of Chatham County (CISCC) works to empower students to stay in school and achieve in life. We collaborate with educators, families, and community partners to provide resources and support that remove barriers to student success.

**Position Overview:** Communities In Schools of Chatham County is seeking a passionate and organized Youth F.I.R.S.T. Mentoring Program Assistant to join our team. This position plays a pivotal role in supporting youth through mentorship, lunch and reading buddies programming, and case management under the Youth F.I.R.S.T. initiative.

**Reports To:** Youth F.I.R.S.T. Mentoring Program Coordinator and Program Director

#### Key Responsibilities:

- Engage in community outreach activities, including speaking engagements and presentations at events like street fairs, school events, and local businesses.
- Assist the Program Coordinator in recruiting and matching volunteers to support students across Chatham County.
- Maintain active involvement with agencies and initiatives benefiting matched youth, mentors.
- Expand community partnerships to provide youth with mentors, resources, and activities (e.g., faith-based organizations, nonprofits, businesses, universities).
- Obtain incentives for volunteers and youth to support program engagement.
- Collaborate with Chatham County Schools to enhance mentoring and lunch/reading buddies' programs.
- Support the mentorship of 65 youth annually through one-on-one relationships or case management at partnered schools (Pittsboro Elementary, George Moses Horton Middle School).
- Monitor mentor matches through regular check-ins, providing supervision and support throughout each match's duration utilizing CIS data management system.
- Assist in developing Individual Service Plans for students in collaboration with mentors and parents.
- Maintain comprehensive files documenting contact with volunteers, parents/guardians, and other stakeholders, ensuring compliance with screening and privacy regulations.
- Help recruit, train, and screen prospective volunteers, implementing activities to encourage mentor retention and appreciation.

#### Qualifications:

- Bachelor's degree in social work, education, or related field **OR** 3-4 years of relevant experience
- Experience in youth services, mentoring, or educational settings.
- Strong organizational and communication skills. **Spanish fluency preferred.**
- Ability to build effective partnerships and engage with diverse stakeholders.
- Familiarity with data management and program evaluation.
- Commitment to CIS mission and values, including educational equity and youth empowerment.

**Hours and Salary:** This position will be **full time (40) hours per week with benefits**. Pay for the position is **\$19.50/hr**.

**Application Process:** Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications to Tych Cowdin: [tcowdin@cischatham.org](mailto:tcowdin@cischatham.org) and Jazmin Mendoza Sosa: [jmendozasosa@cischatham.org](mailto:jmendozasosa@cischatham.org). Please include "Youth F.I.R.S.T. Program Assistant Application" in the subject line.

**Application Deadline:** **Friday, July 12, 2024 by 5:00PM**

*Communities In Schools of Chatham County is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply. Join us in making a positive impact on the lives of youth in Chatham County through community service and restitution programs!*