



# Big Brothers Big Sisters of Eastern Missouri

Big Brothers Big Sisters of Eastern Missouri is a growing organization and always focused on taking the best care of its many constituents. It is the 6<sup>th</sup> largest affiliate in the nation and for over 6 years been the leader in quality service. It focuses its services on youth ages 5-25. Our Mission: *We build trusting and enduring relationships that encourage and support young people*

## Position: Relationship Specialist

**POSITION PURPOSE:** Provide relationship support to ensure child safety, positive impacts for children trusting and enduring relationships and a strong sense of affiliation with BBBSEMO on the part of volunteers. Requires strong ability to build and maintain relationships, a high degree of independent judgment, and efficient time management.

### Core Job Responsibilities

- Contact Littles (Kindergarten through 12<sup>th</sup> grade), Parents/Guardians, and Volunteers on a policy-based schedule to ensure healthy, sustainable match relationships.
- Maintain accurate and timely documentation of all contacts to ensure the safety of all Littles and to meet agency compliance goals. Average caseload is approximately 60- 70 matched relationships.
- Ensure early identification of child safety concerns by coaching, reporting, and accessing resources
- Ensure early identification of match endurance concerns and address through coaching, conflict resolution, appreciating, and training.
- Implement Program Policies to meet National and Agency Standards.

### EDUCATION & RELATED WORK EXPERIENCE

#### EDUCATION AND EXPERIENCE

- *Bachelor's Degree; Associate's Degree with a minimum of 4 years of experience in a similar field; or a minimum of 8 years of experience in a similar field required*
- Experience in child development and/or case management preferred.
- Experience working with a diverse population.

#### QUALIFICATIONS

- Strong planning and organization skills
- Excellent communication skills
- Ability to manage multiple projects and work with a variety of staff and volunteers
- Excellent interpersonal skills both in person and by phone

### WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

- Technology/computer skills needed. Proficient in the following platforms: MS Office Suite (specifically Word, Excel, & Teams); Outlook, & Zoom.

- Flexible work hours to meet the needs of youth, families, and volunteers, including nights and weekends.
- Home & school visits are a required part of the job.
- Must have car, valid driver's license, and meet state required automobile insurance minimums

#### **Typical Profile of a Big Brothers Big Sisters Team Member:**

- Someone who knows how to make things happen.
- A thinker who can participate in a team environment to create and execute on new projects and goals.
- A self-starter who isn't afraid to work hard. **Really hard.**
- Someone who understands what it means to "take ownership" and run with it.
- A planner who can map out the steps to success and follow through.
- Someone who is adaptable and quick on their feet.
- Someone who is curious – always on the lookout for the next opportunity, to create and/or improve.

#### **COMPENSATION AND BENEFITS**

- Salary will be based upon professional and academic experience (salary range - \$36,000-\$39,000)
- 401(k) – 3% match per year following first year of employment.
- .54 cents reimbursement on business miles and 100% of out of office parking for business meetings, etc.
- Immediate and 100% coverage on health and dental insurance.
- Life insurance, short term and long term disability insurance following the first ninety days of employment.
- 50% contribution toward daily parking in covered garage (employee covers approximately \$26.00 per month).
- 10 days of paid vacation after one year of service.
- Accrue 1 day per month of sick leave (can also be used for family illnesses) – can carry up to 30 days of sick leave.
- 2 personal days per year following the first ninety days of employment.
- Annual raises based on performance, culture and agency's ability.
- 10 paid holidays.

#### **TO APPLY**

Send your cover letter and resume to [hr@bbbsemo.org](mailto:hr@bbbsemo.org). No in-person or phone applications will be accepted. Please do not call or inquire in person.

#### ***Equal Employment Opportunity***

BBBSEMO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

#### ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

[www.bbbsemo.com](http://www.bbbsemo.com) – Find on Facebook, Twitter and Instagram at @bbbsemo.