



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 6th 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: *To partner with young people in their pursuit of a meaningful, stable, and independent life.*

Position: Manager, Mentor Recruitment

POSITION PURPOSE: The primary goal of this position is to engage the “greater” regional community (St. Louis, St. Charles, Cape Girardeau) and focus on efforts to increase mentor recruitment applications.

Core Job Responsibilities

Partner in securing 640 applications for our 1:1 mentoring program

- Actively participate in conversations to increase efforts to recruitment mentors, included but not limited to Lunch and Learns, Virtual Information Session, community campaigns, etc.

Participate in community outreach efforts.

- Support community outreach planning. Serve as a role model by SHOWING UP for community, including neighborhoods, schools and other regional efforts, including, but not limited to happy hours at Anew, marches, clean up days, fairs, dinners/galas, etc. Support the launch of Big Ambassadors, the next generation of Young Friends.

EDUCATION & RELATED WORK EXPERIENCE

EDUCATION AND EXPERIENCE

- *Bachelor’s Degree preferred; Associate’s Degree OR a minimum of 4 years of experience in a similar field*
- Experience working with volunteer or community groups
- Experience working with a diverse population.

QUALIFICATIONS

- Strong planning and organization skills
- Excellent communication skills, including written communication
- Ability to manage multiple projects and work with a variety of staff, mentors and community leaders and organizations
- 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 mentors and community leaders/organizations including nights and weekends.
- 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.
- 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 - \$40,000- \$43,000**)
- 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 \$32.00 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. 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 – Find on Facebook, Twitter and Instagram at @bbbsemo.