



Big Brothers Big Sisters of Eastern Missouri is a growing organization and always focused on taking the best care of its many constituents. It focuses its services on young people ages 5-25. Our Mission: *We build trusting and enduring relationships that encourage and support young people*

Position: ABCToday School Network Manager – Cape Girardeau

POSITION PURPOSE: *Build* overall success of ABCToday by creating effective community partnerships based on the needs of our ABCToday Schools to support the Attendance, Behavior, and Course performance of all students. *Coordinate* and execute School Networks and ABCToday partners to ensure consistency with BBBSEMO strategy, commitments, and goals. Read more about the work of ABCToday here.

Core Job Responsibilities

- Convene the ABCToday® School Network and respond to ABCToday data:
 - Identify and recruit key stakeholders to become active Network partners
 - Engage Network partners (both school and outside resources) to be fully contributing partners to reach the goals of the collective team and individual students
 - Plan collective impact meetings (creating agenda, collecting RSVPs, coordinating with principals)
 - Facilitate meetings with school principals
 - Document next steps and coordinate follow up
- Organize intensive supports for Little Brothers, Little Sisters, and waiting list students at assigned schools:
 - Review for understanding ABCToday Data with department colleagues and leadership
 - Work with internal and external partners to identify root challenges for students
 - Connect students and families with key resources needed
 - Meet the goal of students matched at assigned schools
 - Document challenges and successes for Littles served
- Lead school climate and culture efforts at assigned schools:
 - Ensure strategies to support student, staff, and administration engagement are implemented
 - Determine, in partnership with agency leadership, tools to measure efficacy of strategies
 - Steward administration, staff, and community partners
 - Drive ABCToday brand by communicating successes of the School, students, and Littles.

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.*
- Knowledge of Cape Girardeau school and resource landscape.
- Knowledge of customer service principles and practices.

QUALIFICATIONS

- Strong planning, priority setting, time management and organization skills.
- Excellent written and verbal communication skills
- Ability to present and inspire our diverse service area.
- Ability to manage multiple projects and work with a variety of staff, caregivers, volunteers, and external partners.
- 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. Experience using data management systems preferred.
- Flexible work hours to meet the needs of schools, Caregivers and volunteers, including nights and weekends.
- In person school visits required
- Must have reliable transportation, 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 - \$40,000-\$43,000**)
- 401(k) – 3% match per year following first year of employment.
- .625 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).
- After 90 days staff will receive 5 days of paid vacation and 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.

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