

Position Announcement- Program Assistant, Mentoring Mentors



About Mentoring Mentors

Mentoring Mentors Intergenerational near-to-peer mentoring design is a proprietary model developed in 2015. The model addresses the overwhelming need to refute stereotypes about African American men in urban communities. The idea is that early intervention mentoring promotes and incorporates African American youth in their development. The model increases positive psycho-social skills, advances academic abilities, supports social-emotional resilience, aids students with community awareness and self-efficacy and manages their microaggressions; all skills needed to add value to their families, schools, and communities. The intergenerational near-to-peer model is stimulating social change by embedding a support model of learning where youth experience mentoring, learn how to lead with the assistance of a mentor while applying their training, and taking action to support younger youth within their network.

Local initiative

Mentoring Mentors' serves the West Baltimore Community of Windsor Hills, Forest Park and Walbrook Junction on two organization and program values, long-term relationships, and intergenerational near-to-peer mentoring. The goal of Mentoring Mentors is to support youth ages 11-24 in enhancing self-efficacy, academic growth, personal resilience, and establishing values in empathy.

MMI mentoring recruits youth/adolescents from schools and communities in Windsor Hills, Forest Park and Walbrook Junction communities. MMI provides a multi-year, culturally responsive, intergenerational near-peer intervention that has demonstrated significant increases in self-efficacy, resilience, valuing empathy, literacy, school and class attendance, reduction of school suspensions and has enhanced communities through community service engagement.

Position Overview

Reporting to the Program Manager (PM), the Program Assistant will manage and build sustainable programming and community activities while supporting the growth of the afterschool program. The Program Manager will be responsible for the recruitment of students', working with families of students, working with partnering schools, community partners, volunteers, and training mentors. Program Assistant will be responsible for assisting with the development of the curriculum.

Program Assistant Mission:

- Creates a culture of transparency and communication throughout the organization.
- Develops positive relationships with key stakeholders, including shareholders and government agencies.
- Manages the programs daily activities which involve the scope with the organizations' missions.

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- Develops and implements program strategies that will maximize the synergies among program areas.
- Manage the execution of and operations for school-year programs.
- Design programs that align with the organization's mission and support the organization's goals.
- Ensures that project/department milestones/goals are met and adhering to approved budgets.
- Evaluate programs regularly and adjust operations as appropriate.
- Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.
- Partner with Community School staff to best serve the neighborhood families.
- Manage and oversee an after school program from 3:00-6:30 pm, Monday through Thursday.
- Develop curriculum and work plans for school and summer programs.

Professional Qualifications:

- Bachelor's degree, Masters or MBA preferred
- Bachelors degree and 2+ years of relevant public service experience (preferably non-profit)
- Must be available for periodic meetings on the weekend or evenings
- Knowledge and understanding of Baltimore City/County public schools
- Are from Baltimore and/or possess a strong awareness of the city's social and cultural landscape.
- Have experience leading projects that intentionally promote equity, social justice, and racial justice.
- Strong ability to communicate with students, parents, and school staff verbally and in writing
- Competent decision-maker with excellent leadership skills
- Ability to work with staff, teachers and students at various educational levels
- Demonstrated professionalism and understands the chain of command and delegation of responsibility
- Strong organization and time management skills are necessary in order to achieve program goals on time
- Must be able to work independently
- Passion, integrity, positive attitude, mission-driven and self-directed

Compensation and Benefits

- Salary is in the range of \$42,000-\$50,000 based on experience and expertise.
- Flexible vacation policy all national holidays observed
- \$500 annual professional development stipend