



Mentor Engagement Coordinator Job Description

Reports to: Mentor North Executive Director

Location: Hybrid; Duluth, MN and Superior, WI

Schedule: Flexible hours most often falling between 8am and 5pm Monday - Friday; Periodic evening and/or weekend meetings and events

Job Type: Full time, Hourly, Non-Exempt (40hrs/wk)

Starting Wage & Benefits: \$19.50/hour, vacation, sick, holiday, health insurance available

Revision Date: 9/9/24

Application Deadline: 9/24/24

To Apply: Submit Resume, Letter of Interest and 3 References to JHanners@MentorNorth.org

Position Summary: The mission of Mentor North is “to celebrate youth and their families with one-on-one mentorship and community engagement.” The Mentor Engagement Coordinator is primarily responsible for recruiting, screening, onboarding, deploying and retaining volunteer mentors. Additional duties include recruiting and placing interns; coordinating other volunteer engagement activities; and attending to general agency needs as outlined below.

The Mentor North team is small, making for a dynamic and engaging organizational culture that is rooted in support and growth. We see and recognize the systematic oppressions that negatively impact people of color, women, people from working class backgrounds, LGBTQIA2S+, and people with disabilities. Because we believe that these communities must be centered in the work that we do, attracting and retaining a diverse staff is crucial to fulfilling our mission. Black, Indigenous, and other people of color (BIPOC), LGBTQIA2S+ individuals, and people with disabilities are highly encouraged to apply. Our organizational goal is to create a vibrant and inclusive mentorship community.

Essential Functions:

Mentor, Intern and Volunteer Recruitment and Engagement (90%)

- Recruit mentors to meet the needs and preferences of our enrolled youth by:
 - Building and maintaining relationships with community groups and the families we serve;
 - Presenting information to organizations throughout the Twin Ports;

- Attending community events;
- Designing and distributing promotional materials via diverse channels, including social media;
- Conducting recruitment campaigns and events, including March Into Mentoring.
- Ensure thorough screening of mentor applicants by: completing initial interviews and reviewing applications, contacting references, working with Training and Evaluation Coordinator to schedule new mentor orientations, coordinating a team of contracted screeners, and conducting background checks.
- Ensure mentors complete new mentor orientation and refresher training.
- Coordinate use of tracking software for incoming mentors.
- Collect relevant data, and complete accurate and timely data entry in Civicore, Trello, and program-specific spreadsheets.
- Schedule and facilitate mentor distribution meetings, considering the interests, personalities, values, schedules and needs of those being matched.
- Create and sustain a mentoring network for mentors in the program by coordinating mentor social hours, Mentor Musings newsletter, etc.
- Participate in Mentor North outreach committee to raise community awareness.
- Coordinate internship program by: maintaining connections with colleges; recruiting, onboarding, deploying and (as needed) supervising interns.
- Coordinate mentor appreciation and engagement events, e.g., Volunteer Appreciation Week, and help coordinate agency-wide events, e.g. Summer BBQ.
- Help coordinate one-time and occasional volunteer opportunities for Mentor North as needed, e.g., United Way Day of Caring.

General Agency Support and Collaboration (10%):

- Attend staff and admin team meetings, as scheduled
- Engage with the Minnesota Alliance for Volunteer Advancement (MAVA)
- Assist with fundraising events and initiatives, as needed
- Other job duties as assigned by Executive Director

Preferred Qualifications:

- Strong communication skills verbally and in writing
- Excellent organizational and time management skills
- Ability to work both independently and collaboratively

- Proficiency in Google Workspace applications and ability to learn new databases and platforms
- Experience working with/managing volunteers
- Experience developing content for social media and newsletters
- Experience and comfort with presenting information to groups
- Experience and ability to work effectively with people of all backgrounds and identities
- Deep knowledge of issues faced by groups who have been historically underrepresented
- Ability and desire to create a diverse, equitable and inclusive work and mentoring environment
- Experience working with youth and families

To Apply: Submit Resume, Cover Letter and 3 References to JHiners@MentorNorth.org by Tuesday, 9/24/24.