

PROGRAM COORDINATOR (MENTOR/MENTEE) - VOLUNTEER

OVERVIEW

The LCRC Mentor Program Coordinator will report directly to the LCRC Executive Director and work directly with the Mentoring program Mentors, Mentees and other program volunteers. The program Coordinator will assist with administering the Mentor/Volunteer Programs.

The ideal candidate will need excellent organizational skills, ability to pay attention to detail, have constant contact with, Mentors, and Mentees regarding the Mentoring Program. LCRC's Program Coordinator will be responsible for maintaining the calendar involving the Mentoring and Mentee Program. The ideal candidate is someone with perseverance who will get things done in a timely, efficient manner, and has a strong work ethic. The Program Coordinator will be an extreme multi-tasker, able to easily adapt to changing situations, flexible, proactive, has integrity to see all projects through to the end. This role will require the candidate to coordinate and undertake a variety of tasks specific to the LCRC Mentoring Program and under the direct supervision of the Executive Director.

DUTIES/RESPONSIBILITIES

- Complex calendaring and handling busy, fluctuating schedules with multiple participants involved in the Mentoring program.
- Compose and prepare correspondence, agendas and meeting materials, etc.
- Maintain relationships and communication with alliances, strategic partners relating to LCRC's Mentoring program
- Manage daily email organization and dissemination of information based on established priorities
- Attend physical or virtual meetings to take detailed notes, organize, identify and follow up on any action items needed
- Track Mentor participants attendance for all virtual and in-person meetings
- Complete regular follow-up to track progress throughout Mentoring program
- Work alongside the LCRC Executive Director to manage all virtual and in-person meetings related to Mentor programs related activities and trainings
- Collect and collate materials as requested

- Send acknowledgements and program updates to key stakeholders, Mentors, Mentees and other clientele
- Program Evaluation
- Other program duties as assigned

DESIRABLE QUALIFICATIONS

- Bachelor's degree or 2+ years related work experience
- Extremely self-motivated and dependable with the ability to work independently
- Excellent verbal and written communication skills
- Confident, proactive and professional
- Resourceful, efficient, organized, and quick
- Ability to work with a diverse team to complete tasks efficiently
- Must be comfortable working in a fast-paced environment
- Motivated self-starter who is an effective problem solver
- Ability to prioritize work, anticipates needs and complete projects with little direction
- Must be comfortable taking initiative and driving projects forward while working alongside the Mentoring Program volunteer team
- Proficient with Microsoft, G Suite, Excel,

- Ability to attend workshops/seminars for professional development

HOURS PER WEEK: 2 to 4 hours per week. This schedule may be subject to change.