Are you a champion for economic and racial equity?

Are you committed to tackling systemic opportunity gaps that have prevented adults from accessing professional careers and upward mobility?

Are you inspired to help StreetWise Partners drive impact and expand?

Mission:
The mission of StreetWise Partners is to leverage mentorship to increase employment opportunities in New York City, Washington, D.C. and Detroit. StreetWise Partners pairs volunteers with mentees who are unemployed or underemployed to provide them with the skills, resources, and networks they need to secure and maintain employment.

Organizational Description:
For over 20 years, StreetWise Partners has driven economic and career success for adults from overlooked and under-resourced communities. StreetWise Partners’ one-year mentoring program provides customized, individualized mentorship for internship and job seekers while helping them establish an expansive professional network made up of hundreds of advocates who open doors and support long term career success. StreetWise Partners launched its first program in New York City in 1997, expanded to Washington D.C. in 2006 and to Detroit in 2019. Since inception, StreetWise Partners has served 7,000 mentees through the support of 12,000 mentors.

Position Overview:
The Program Coordinator will be responsible for facilitating seven mentoring programs each year, with new programs being launched every quarter. Facilitation includes the execution of professional development workshops and mentoring sessions, as well as special events geared towards workplace skill building. The Coordinator will also support the recruitment of mentees and mentors by processing applications, scheduling and conducting intake assessments and managing logistics for recruitment events.

This is a full-time position in New York City and reports to the NY Program Director. The role is currently virtual but will return to in-person in the future. Evenings are required.
Responsibilities include:

Program Management
- Facilitate seven, 13 week mentoring programs each year, serving approximately 200 adults from under-represented communities who are looking to become employed. Programs are offered every quarter.
- Administer the StreetWise Partners program curriculum through weekly, 2.5 hour mentoring workshops with mentees and mentors in a group setting; program is currently being run virtually and may transition to a hybrid model in the future.
- Facilitate both large and small group activities on drafting goals, resumes, LinkedIn profiles, elevator pitches and more; stay up to date on hiring trends and workforce development.
- Engage tenured volunteers to serve as facilitation partners; guide lead volunteers on program execution.
- Provide support to all mentors and mentees; problem solve program issues with mentoring pairs, monitor participant compliance with program standards and offer feedback on program deliverables.
- Participate in the mentor-mentee matching process; develop strategies to create strong matches based on industry, demographics, communication style and personality traits.
- Advise on curriculum updates and volunteer trainings based on program feedback and discussion.
- Use Salesforce to track and report on mentoring data.

Recruitment
- Support the recruitment of 300+ mentees each year; facilitate mentee information sessions, schedule and conduct mentee intake assessments and provide insight on acceptance decisions.
- Support the recruitment of 500+ volunteers each year; schedule and conduct mentor interviews and provide insight on acceptance decisions.
- Represent the organization with integrity and enthusiasm at events and conferences.

Qualifications
- Bachelor Degree or equivalent experience; 2+ years working in social services, experience in mentoring or workforce development a plus.
- Ability to work 2-3 evenings a week, as well as occasional additional evenings to assist with special events.
- Excitement to share lessons learned, creatively problem solve, explore best practices and continuously improve service delivery.
- Excellent communication and interpersonal skills; public speaking and presentation skills are required.
- Committed to social justice and racial equity; sincere interest in the mission.

Benefits:
- Comprehensive benefits package including 100% health care coverage for individuals.
- 5 weeks of paid vacation.
- Flexible work hours, select summer Fridays off and remote working opportunities post-COVID.
To Apply:
Please send a cover letter and resume with your salary requirements to jobs@streetwisepartners.org with “Program Coordinator” in the subject line. No calls please. We will contact only those applicants with whom we plan to set up an interview.

StreetWise Partners is an equal opportunity employer. We value and welcome diversity in the workplace and strongly encourage all qualified persons to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. For more information about StreetWise Partners please visit: www.streetwisepartners.org