



JOB DESCRIPTION

POSITION TITLE: New Beginnings Mentor Coordinator

POSITION TYPE: Full Time

POSITION SUMMARY:

Under the direction of the Program Director, The New Beginnings Mentor Coordinator is responsible for recruiting, training, matching, and monitoring women who will provide volunteer-based mentoring services to women convicted of felony offenses serving time at the Ottawa County or Muskegon County Correctional Facilities. This gender-responsive project will utilize one-on-one and group mentoring to meet the needs of our participants. The gender-responsive mentoring will be enhanced with employment development and case management services provided by WRC professional staff and other non-mentor volunteers.

The goal of this project is to reduce recidivism among the female participants, enhance and build WRC's organizational capacity to provide reentry-focused mentoring services, and improve the current organizational capacity of WRC and the local corrections systems to provide effective gender-specific reentry services for women offenders. It is vital that the New Beginnings Mentor Coordinator understands, embraces and supports the mission and values of WRC.

ESSENTIAL JOB FUNCTIONS:

- Recruit mentors for the New Beginnings Program participants using existing and developing new connections. Mentors should reflect the population being served.
- Work with the Director of Development and Communications to promote mentorship opportunities via speaking engagements in the community and media channels to recruit potential mentors for the project.
- In conjunction with the Volunteer Coordinator, the Mentor Coordinator will screen potential Mentors through reviews of completed mentor applications, interviews with prospective mentors, and conducting background checks.
- The Mentor Coordinator will work with the Program Director and New Beginning Career Coaches to continuously update and improve the mentor-training curriculum per current best practices and mentor feedback. Curriculum should be reviewed annually.
- On a quarterly basis or as often as needed to meet the identified mentee demand, provide group training for new Mentors. When necessary, individualized training to mentors recruited outside of the class cycle will be provided.
- The Mentor Coordinator will provide the mentors with ongoing support/supervision as needed through phone, email and in-person check-ins. Quarterly in-service trainings will also be provided by the Mentor Coordinator in conjunction with NB Career Coaches.



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- NB Career Coaches and the NB Mentor Coordinator will work together to match mentors with identified female mentees based on completed profiles.
- The Mentor Coordinator will be responsible to create an inclusive environment where the mentors are considered a vital part of the agency service team.
- Mentor Coordinator will provide volunteer Mentor recognition in conjunction with WRC Volunteer Coordinator.
- The Mentor Coordinator will be responsible for collecting data at least monthly from the mentors such as hours contributed and number and type of mentoring sessions and coordinating with the Volunteer Coordinator to fulfill all reporting requirements.
- Mentor Coordinator will ensure that collected data is entered into WRC's databases (SalesForce/DonorPerfect) and regular reports are produced for the WRC Program Director, project evaluator, and other program partners as deemed appropriate.
- Actively participate as a member of the WRC program team to improve program quality, effectiveness and delivery. Internal collaboration is essential for program success.
- Other duties as assigned.

EDUCATION/TRAINING:

- Bachelor's degree or higher from an accredited college or university with a major in Public Administration, Human Resources, Business, Public Relations, or 5 - 6 years of experience in volunteer management preferred.

EXPERIENCES:

- Excellent interpersonal and communication skills, ability to quickly engage individuals and draw volunteer mentors to WRC's work serving women in Ottawa and Muskegon Correctional Facilities through a passion for WRC's mission.
- Experience working in a mentoring or advising role
- Must be very comfortable with public speaking and be able to communicate ideas, advice, feedback and critiques professionally and concisely in individual and group settings;
- Experience with SalesForce and Donor Perfect or similar database management platforms, preferred.
- Experience working to support and implement large scale, multi-dimensional projects, preferred.

SPECIAL REQUIREMENTS:

- Ability to work a flexible schedule, including some evenings and weekends.
- Must be proficient in Microsoft Office, including but not limited to Excel, Word, PowerPoint and Outlook with mastery level knowledge and experience, preferred.
- Must have a valid Driver License and reliable transportation for regular travel between counties.

ESSENTIAL PHYSICAL REQUIREMENTS:

Sufficient mobility and strength to move about the facility. Ability to be mobile throughout the community.

To Apply:



Please submit the following to: hr@grwrc.org by 5:00 pm, Friday, February 16, 2024:

Posting will be open until position is filled; interviews will begin as qualified applications arrive.

Please, no telephone calls.

Women's Resource Center is an Equal Opportunity Employer

Our Mission:

Equipping women to achieve purpose, fulfillment and financial stability through meaningful employment.

Our Commitment:

Women's Resource Center (WRC) advocates for equity, diversity, and inclusiveness. Our mission is part of a greater movement to provide programs and services that educate and empower workplace success and transform the employment experiences and outcomes for all women. WRC is committed to creating an equitable and inclusive culture, free of racism and discrimination, where individuals have the opportunity to achieve success in the workplace, attain economic independence, and bring their authentic selves to work.