

## Mentorship Program Manager

**Reports to VP of Operations and the Director of Program Operations**

**Job Type: Full-time, Exempt**

**Annual Salary Range: \$66,560**

The Mentorship Program Manager is responsible for the overall success of EXP's signature mentorship programming, including YFP and pilot mentorship programs in our districts. The Program Manager develops, implements, promotes and evaluates EXP's school-based work-based learning programs with the impact of mentorship. The Program Manager is also responsible for volunteer outreach and engagement for EXP supported programs and events.

The Mentorship Program Manager recruits and engages industry partners, trains and supports the mentors and manages student preparation and program delivery activities year-round with multiple stakeholders including industry, community, students, educators and EXP staff. The program manager reports directly to the VP of Operations and the Director of Program Operations.

### **Essential Job Functions**

#### ***Student/School Program Delivery:***

- Work directly with lead faculty and administrators at EXP supported school sites to develop, implement, manage and execute all aspects of EXP's signature mentorship programs
- Assist school faculty with student recruitment
- Inspire and motivate students to participate in EXP programs
- Ability to facilitate student-facing programs in an engaging and meaningful way
- Establish an active in-school presence for assigned program schools
- Ensure effective involvement of EXP stakeholders – industry, educators, and students, in all aspects of program delivery
- Calendar all programs and events at school sites
- Support in-school programs by recruiting and engaging volunteers
- Organize and implement programs, special projects, events and student/teacher program evaluations
- Maintain frequent and effective communication with school staff, external stakeholders and EXP staff

*(more)*

***Industry & Community Relationship Management:***

- Identify and recruit potential mentors from diverse backgrounds and industries
- Build and maintain relationships with individuals, industries, organizations, government entities, colleges and other community organizations with the primary goal of volunteer recruitment to support program implementation and delivery
- Facilitate ongoing, regularly occurring meetings with industry advisory board members related to program delivery
- Conduct orientation sessions for both mentors and mentees
- Assess the needs for volunteers to enhance program delivery and engage partners in all aspects of program delivery
- Support the development of effective strategies to recruit volunteers reflective of the students EXP serves

***Program Administration:***

- Ensure programs meet organizational contract and grant compliance requirements
- Organize and manage program and student records
- Keep detailed records and reports on the results of programs
- Prepare clear and comprehensive correspondences, reports, and presentations
- Collect and analyze program data for internal and external use
- Deliver accurate and timely data and reports
- Communicate pertinent information to all stakeholders in a timely fashion by email, telephone and in person
- Effectively handle diverse interpersonal and inter-group relationships

***Planning, Design and Budgets:***

- Design a comprehensive mentorship framework that aligns with the organization's mission and values
- Develop program materials, including mentor and mentee handbooks, training modules, and program guidelines.
- Develop curriculum that is consistent with district's goals and organization's mission and outcome goals
- Responsible for overall program plan, design, delivery and evaluation
- Support the development of stakeholder recognition activities
- Accountable for overall program plan success including evaluation and budget control

***Professionalism & Ethics:***

- As the “face” of EXP within multiple external stakeholder groups, conduct oneself in a highly professional manner, and in alignment with EXP values
- Work in collaboration with team members within department and across the organization
- Support overall EXP mission, objectives and goals as outlined in Strategic Plan
- Positively represent the organization in the community
- Establish and maintain positive working relationships with all stakeholders in order to achieve the goals of the organization

***Candidate Requirements:***

- Bachelor's degree preferred
- 5-6 years of program management experience
- Proven experience in program development and management, preferably in mentorship or similar initiatives
- Candidates with non-profit, work-based learning, volunteer management and/or public experience are encouraged to apply.
- Experience in managing, marketing and/or developing new programs in a public or corporate setting
- Able to quickly build rapport and foster relationships
- Prior experience in project management, chairing and facilitating meetings
- Strong written and oral communication skills
- Ability to work proactively in a team environment, collaborating across all departments
- Able to interact seamlessly with all levels of the organization from volunteers to executives; including the Board of Directors
- Ability to work under pressure, meet competing deadlines and positively adapt to change
- Ability to work flexible hours, including some evenings and weekends, both independently and as part of a team.
- Have a dependable motor vehicle, valid California driver's license, and automobile insurance as required by law. Up to 50% of local travel per week.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Requires a full range of body motion including handling and lifting, manual finger dexterity, and eye-hand coordination. Involves standing and walking. Requires normal visual acuity and hearing.

**Benefits:**

- Competitive Salary, Medical Insurance, Paid Holidays, Paid Sick Time, Paid Vacation, 403(b) Retirement Plan, Flexible Spending Account for Pre-Tax Medical
- Access to Dental Insurance, Vision Insurance, Life Insurance, Short-Term and Long-Term Disability

**EOE Statement:** *EXP is committed to creating a diverse work environment and is proud to be an equal employment opportunity employer. EXP does not discriminate on the basis of race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. We encourage individuals of all backgrounds to apply.*

**To apply:** Please submit your resume and cover letter to [info@expfuture.org](mailto:info@expfuture.org).

**About the Organization:** EXP is a Southern California 501(c)3 nonprofit organization with a mission to prepare students for a better life by helping young people gain experience, unlock doors and build the confidence they need to succeed in school, career and life.

Our programs help schools deliver an innovative, career-based curriculum that makes classroom learning relevant and exciting. During the 2022-2023 school year, EXP programs are made available to more than 8,200 high school students and we currently serve 13 high schools across 4 school districts.

Our success is driven by our expertise in bringing industry and schools together to solve problems and overcome obstacles so that students from underserved communities receive access to education, experience, and opportunities. This past year more than 400 industry leaders served as EXP volunteers, mentors, and internship hosts and contributed more than 1,400 volunteer hours.

By helping schools and industry work together, EXP is bringing genuine opportunity to every young person we can reach.