



ENROLLMENT + MATCH SUPPORT SPECIALIST: Virginia Peninsula

The Enrollment & Match Support Specialist is responsible for youth & volunteer recruitment, enrollment & matching, and ongoing case management for mentoring matches. All goals and responsibilities of this position are consistent with Board of Directors policies and long-range objectives for the Virginia Peninsula service area. The duties connected with this position include, but are not limited to:

- Volunteer Recruitment/Enrollment
- Youth Recruitment/Enrollment
- Ongoing case management
- Community Partnerships – school systems, other nonprofits, corporations, local first responders, faith-based community

Responsibilities:

- Recruit and enroll volunteers and youth
- Provide ongoing case management in accordance with Big Brothers Big Sisters' Policies & Procedures
- Meet grant requirements in terms of number of youth served and quality of service
- Participate in various awareness and recruitment events as needed
- Perform other duties as assigned by Director of Programs and Executive Director

Required Qualifications:

Successful performance in this position requires an individual with the following demonstrated skills:

- Goal driven
- Ability to manage time effectively, demonstrate flexibility & organization
- Ability to handle confidential conversation, correspondence & records
- Demonstrate effective oral and written communication
- Anticipate obstacles which could impact service delivery
- Detail oriented
- Excellent computer skills
- Bachelor's degree REQUIRED – preference for social work, human services, criminal justice or related field
- Availability to attend functions outside of normal operating hours
- Knowledge of Richmond Public Schools is a plus

Position based out of Newport News office. Full-time, non-exempt position with benefits. 37.5 hours per week. Hiring range: \$32,000-\$35,000. 2 weeks vacation, 9 holidays, plus paid leave between Christmas and New Year's. Health, dental, life, and long-term disability insurance.

To apply: Please submit resume, cover letter, and three references to Ellie Martinez, Director of Programs, at hmartinez@bigbrobigsis.com by Sunday, June 9, 2019. No phone calls.