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**TITLE:** **ASSOCIATE PROGRAM MANAGER**  
**PROGRAM:** Workplace Mentoring Program  
**REPORTS TO:** Associate Director  
**REQUIREMENTS:**  
Education: Master of Social Work and/or Human Services/Psychology graduates preferred  
Experience: 1-2 years social work experience preferred with a Master's Degree  
3-4 years social work experience preferred with a Bachelors Degree  
Skills: Interviewing, assessment, outreach, advocacy, organizational skills, strong written and verbal skills, program management and computer knowledge. Excellent public speaking skills and group facilitation skills are required.

## SUMMARY

The Workplace Mentoring Program matches employees from corporations around NYC with junior high and high school students in one-to-one mentoring relationships through structured program activities supported on-site by Program Managers. Big Brothers Big Sisters of NYC seeks an Associate Program Manager for the Workplace Mentoring Program with strong case management skills who can cultivate lasting relationships between our corporate sponsors and the schools we work with. **A successful candidate will have strong communication skills, a dynamic and upbeat personality, excellent presentation skills, and the ability to effectively engage all participants and manage programs from a strength-based approach.**

## RESPONSIBILITIES

- Manage site based one-to-one mentoring programs at multiple corporate locations.
- Conduct and assess client psychosocial interviews, write assessments and collect supporting information from collaborating schools to determine disposition based on eligibility, needs, goals, and/or acceptance for agency services.
- Conduct ongoing direct communication with School Coordinators and Principals to provide accurate agency and program info.
- Work with corporations and schools to develop individualized program and plan
- Facilitate all program functions and group activities based on designed curriculum.
- Conduct outreach to volunteers, including site community presentations and partnerships with local businesses and colleges.
- Facilitate orientations for potential volunteers, youth participants, and their parents/guardians.
- Match youth with adult volunteers in one to one mentoring relationships.
- On-site supervision of matches on program days; provide support and additional training to volunteers. Monitor closely for clinical and safety issues that may arise. Intervene and engage parents, provide referrals to appropriate external community resources.
- Maintain professional records of all case supervision contacts.
- Coordinate and participate in conferences with school personnel for individual youth as needed
- Participate in interdepartmental events and teams
- Other agency and program related duties as assigned