



Program Specialist

Full-Time, 40 hours/week

Who We Are:

Big Brothers Big Sisters Greater Fredericksburg (BBBS) creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. We believe that all young people deserve to achieve their full potential, and we are committed to making that vision a reality across Fredericksburg and surrounding counties.

What You'll Do:

- **Lead Enrollments:** Guide parents/guardians, children, and volunteer mentors through orientations, background checks, and assessments.
- **Facilitate Connections:** Conduct in-person match introductions to foster strong, early relationships between families and mentors.
- **Manage Programs:** Oversee site-based mentoring programs, ensuring successful implementation with site staff.
- **Support Matches:** Provide ongoing support for mentoring pairs, ensuring child safety and positive development.
- **Utilize Technology:** Maintain accurate records and communication using our database and other tech tools.
- **Plan Activities:** Help organize and facilitate group events to engage and support program participants.
- **Recruit Volunteers:** Assist with outreach, presentations, and follow-ups to bring in new mentors.
- **Share Stories:** Work with our marketing team to highlight program impact through storytelling.

What We're Looking For:

- **Experience:** Background in interviewing, case management, and working with children and families.
- **Tech-Savvy:** Comfortable using databases like Salesforce and proficient in Microsoft Office.
- **Great Communicator:** Strong written and verbal communication skills, with a knack for building rapport quickly.
- **Trauma-Informed:** Knowledge of trauma-informed care is a plus.
- **Detail-Oriented:** Keen eye for detail and strong analytical skills.
- **Flexible & Collaborative:** Able to handle multiple tasks independently and as part of a team.



Why You'll Love Working Here:

- **Salary:** \$37,700/year (40 hours/week).
- **Inclusive Culture:** We value diversity, equity, and inclusion and foster a caring, supportive environment.
- **Thoughtful Schedule:** We work with you to create a schedule that meets program needs and your own. Requires 80% in-person work at the office and program sites, with 20% remote work available. Occasional evenings and weekends.
- **Growth Opportunities:** Professional development and learning experiences.
- **Benefits:** Generous paid holidays (including Christmas Eve through New Year's Day), paid time off that increases with tenure, 4% retirement contribution, Life and Long-term Disability Insurance, and mileage reimbursement.

Qualifications:

- Bachelor's Degree in Human/Social Services, Education, or related field.
- 1-3 years of experience in child and adult assessment and relationship development.
- Valid US driver's license, insured vehicle, and willingness to travel locally.
- Ability to lift up to 20 pounds.
- Bilingual in English and Spanish is a plus.

To Apply:

Please send your cover letter and resume to Sandra Erickson, Executive Director, at info@bbbsfred.org by September 4, 2024. Join us and make a difference in children's lives!

Big Brother Big Sisters is an Equal Opportunity Employer.