



Program Specialist

Full-Time Position

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 the enrollment process. Review applications, lead orientations, run background checks, conduct interviews, and write 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.
- **Utilize Technology:** Maintain accurate records and communication using our database and other tech tools.
- **Support Matches:** Provide ongoing support for mentoring pairs, ensuring child safety and positive development.
- **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:

- **Starting Salary:** \$37,000-\$40,000/year, 40 hours/week
- **Inclusive Culture:** We value access, belonging, and opportunity and foster a caring, supportive environment.
- **Thoughtful Schedule:** We work with you to create a schedule that meets program needs and your own. Requires full-time in-person work at the office and program sites, with hybrid work available after the first 90 days.
- **Flexibility Required:** Based on program needs, regular evening and weekend availability will be necessary for in-person client meetings. You'll have the ability to set your availability for these meetings in advance.
- **Growth Opportunities:** Professional development and learning experiences.
- **Benefits:** Generous paid holidays, paid time off while office is closed between December 24 – January 1, 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, Psychology, 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 14, 2025. Join us and make a difference in children's lives!

Big Brother Big Sisters is an Equal Opportunity Employer.