



## Learn & Earn Program Coordinator

**Organization:** Silver Lining Mentoring

**Office Location:** Boston, MA – Silver Lining Mentoring is working in a predominantly remote capacity with the exception of ~4 days per month in the Boston office and other in-person work as needed to meet the needs of our stakeholders. This position is based in Massachusetts, applicants must be a resident of MA, NH or RI.

**Position Title:** Learn & Earn Program Coordinator

**Position Tagline:** Bring youth development & strong facilitation skills to support youth impacted by foster care to connect with mentors and life-skills.

**Additional Details:** Full Time; based in Massachusetts. This role reports to the Program manager. This role will require evening hours about 2 to 3 nights a week as most Learn & Earn workshops take place from 6-8pm on weeknights and travel to partner sites across the Greater Boston area.

**Salary:** Salary commensurate with experience, with an anticipated starting salary between \$57,000-\$62,000.

**To Apply:** Candidates should submit a resume and cover letter explaining why you would like to be considered for this position to [HR@silverliningmentoring.org](mailto:HR@silverliningmentoring.org).

**Expected Hire Date:** Applications will be reviewed starting 1/3/23 for an expected start date of early February 2023.

### **About the Role**

The Learn & Earn Program Coordinator will be responsible for the design, planning, implementation, and continuous improvement of Silver Lining Mentoring's core program, Learn & Earn. Learn & Earn is a 13 week cohort model program designed to reach youth impacted by foster care through career readiness and financial literacy workshops, 1-1 mentorship, and compensation for their time and engagement. The goal of Learn & Earn is to impact young people's knowledge, attitude and skills and foster a sense of belonging and support in reaching their goals. The Learn & Earn Program Coordinator will ensure that the Learn & Earn program has everything it needs to create effective and sustainable impact. They will provide excellent workshop facilitation focused on creating a positive and engaging learning environment and form strong relationships with youth participants, volunteers, and site partner staff. This individual will be excited to work directly with youth!

Collaboration and communication are essential to this role. The Learn & Earn Program Coordinator will partner with various programming, development, and communications staff to execute Silver Lining's strategic plan and achieve organizational goals. They will support in strengthening SLM's relationship with our larger community and external partners, provide insight into effective Learn & Earn marketing and recruitment campaigns, and keep the SLM team up-to-date on all things Learn & Earn.

The Learn & Earn Coordinator should be reflective and adaptable in their approach to meeting the evolving needs of youth impacted by foster care. The ideal candidate will be enthusiastic about bringing their excellent project management, curriculum development, and workshop facilitation skills to enhance and own the success of the Learn & Earn program.

### **What You'll Do**

#### **Workshop Facilitation & Program Design (40%)**

- Lead and facilitate each of SLM's 13 week Learn & Earn cohorts
- Design and implement both in-person and virtual workshops
- Create, facilitate, assess and adapt Learn & Earn curriculum based on the needs and direction of participants, partnering organizations, and input from SLM staff
- Assist in the development of training and supplemental resources for life skills curriculum and milestone acquisition
- Contribute to the continuous quality improvement efforts of Learn & Earn by working closely with SLM's regional program team and Program Manager, understanding the needs of Learn & Earn participants, and recommending and implementing changes to the program
- Contribute to identifying potential cohorts and partnerships through ongoing professional development opportunities including webinars, workshops, seminars, panels, etc

#### **Administrative Coordination (40%)**

- Oversee all administrative duties for the Learn & Earn program, ensuring the department is operating smoothly including developing and maintaining the internal storage systems (Box and Google Drive) for SLM staff and Learn & Earn participants, completing all data entry in our internal CRM database (Salesforce) and maintaining data quality, scheduling internal and external meetings, maintaining calendars, and creating reports for a variety of audiences
- Manage all administrative components related to Learn & Earn life skills workshops/panels and partnerships including identifying, scheduling, and interacting with panelists and guest speakers
- Liaise with program partner staff to deliver workshops and make sure the shared Memorandum of Understanding (MOU) is delivered upon
- Liaise with Director of Administration and Program Manager to ensure all financial tracking for Learn & Earn workshops and youth stipends is completed in accordance with internal requirements so that youth receive compensation in a timely fashion for their participation in Learn & Earn

## **Program Operations (20%)**

- Work collaboratively with Program Coordinators to identify and implement best practices for supporting youth who transition into SLM's Community-Based Mentoring Program after graduating from Learn & Earn
- Assist with Learn & Earn mentor recruitment efforts by communicating mentee enrollment updates and identifying opportunities for collaboration with the Volunteer Manager and Program Manager
- Identify opportunities for improvements in workflows, policies, standard operating procedures, and other Learn & Earn-related practices, support with the design of new systems, ensure improvements are user-friendly and consistently implemented, and proactively manage reviews of how they are working
- Regularly collect feedback and data from mentees and mentors. Utilize information gained to inform program direction and guide future practices

## **Qualifications:**

We know that a diverse team makes for collaborative work and creative thinking, and we strongly encourage applications from people of color and people with lived experience in the foster care system. Experience comes in many forms, and a willingness to learn can go a long way. We are dedicated to adding new perspectives to the team and would love to hear from you!

- Strong belief in the mission, vision, and values of Silver Lining Mentoring
- Commitment to Silver Lining Mentoring's framework of providing youth-focused, trauma-informed, harm reduction, and strengths-based programming
- Professional experience working directly with youth required (e.g., Master's degree in Social Work (MSW), OR comparable degree/work experience)
- Experience working with youth with out-of-home experience, young people of color, and/or youth who identify as LGBTQ and/or TGNC preferred
- High level of self-awareness, accountability, and adaptability
- Exemplary organizational and time management skills
- Ability to respond flexibly to a fluid and evolving program environment
- Strong interpersonal, oral and written communication skills
- Ability to balance the needs of multiple stakeholders and work collaboratively with different departments
- Knowledge of financial literacy and career readiness resources and the child welfare system are plus
- Excellent program development, group facilitation, behavior management, curriculum development, and training/presentation skills
- Bilingual - fluent in Spanish and/or Haitian Creole a plus
- Valid driver's license and access to a vehicle required
- LCSW, LICSW, LMHC, or comparable human services licensure a plus

Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, accessible office location in downtown Boston, and excellent benefit package with generous vacation time including a 1 week closure in the winter, and mileage reimbursement. Silver Lining Mentoring is an Equal Opportunity Employer.

### **About Silver Lining Mentoring**

Silver Lining Mentoring (SLM) empowers youth in foster care to thrive through committed mentoring relationships and the development of essential life-skills. For 20 years, Silver Lining Mentoring has matched young people in the child welfare system with highly committed volunteer mentors. The match relationship is supported by in-depth training and ongoing personalized match support from clinically-informed staff. Most youth participants are preparing to age out of the child welfare system, and Silver Lining Mentors offers both companionship and guidance in navigating critical life skills.

Silver Lining Mentoring offers four core services to young people impacted by the child welfare system. The three services offered in greater Boston region include: Community Based Mentoring, which provides one-to-one volunteer mentorships to youth ages 7+; Learn & Earn a life skills curriculum accompanied by a one-to-one volunteer mentorship available to young people ages 16+; and Transition Age Youth Services (TAY) which provides life skills development and leadership opportunities to help young adults navigate their independent living goals.

SLM's fourth core service is offered through the [Silver Lining Institute](#), the organization's national initiative to expand access to mentoring relationships for youth impacted by foster care. The Institute is achieving this goal by equipping mentoring programs nationwide with best-in-field strategies and tools in partnership with the [National Mentoring Resource Center \(NMRC\)](#) and [MENTOR](#). The Institute further advances this goal through advocating for policies that promote positive, healthy, consistent relationships for young people affected by the child welfare system; and building a movement of allies and advocates who will take action to support youth in foster care.

For more information please visit [www.silverliningmentoring.org](http://www.silverliningmentoring.org).