

## PRIMARY PURPOSE + FUNCTION

The Executive Director [ED] will have overall strategic and operational responsibility for Affinity Mentoring staff, programs, advancement, short and long term strategy, and execution of its mission.

## QUALIFICATIONS + EXPERIENCE

### Required

- Passion for youth development, social justice and education
- Excellence in team management with the ability to coach staff, manage, and develop a high-performance team
- Successful communication and verbal skills
- Demonstrated ability to solve problems, analyze systems and data, and make suggestions for improvement
- Success in data collection, analysis, and management
- Practice in event coordination
- Access to reliable transportation
- Able to pass all required background checks

### Preferred

- 2+ years management experience
- Bachelors degree preferred or equivalent experience
- Previous understanding of youth development, education and/or mentoring
- Bilingual in Spanish/English

## SPECIFIC RESPONSIBILITIES

- Ensure ongoing programmatic excellence
- Lead, coach, develop, and retain high-performance Affinity Mentoring programming employees through direct supervision
- Lead and plan Programming Team Meetings and biweekly programming data checks
- Provide accurate and timely data updates to the ED and DCD for grant and reporting purposes
- Create yearly mentoring calendar and plan, prepare, and assign tasks and projects to team members to successfully execute programming
- Engage in hiring as needed, alongside the Executive Director
- Research, plan, and implement continued education and diversity, equity and inclusion trainings for partners and mentors
- Maintain rigorous data collection standards for all programming data
- Maintain accurate and rigorous file management, organization and confidentiality
- Generate and collect content for internal and external monthly programming communications
- Act as representative for Affinity during mentoring recruitment in organizations and networks
- Present the mission and vision of the organization at fundraising events and



## JOB DESCRIPTION Program Director

- recruitment events as needed
- Support partnerships with community organizations and companies who are mentoring partners
- Present information publicly on mentoring statistics, data and best practices
- Innovatively consider mentoring best practices
- Plan and lead programming specific events such as Adventure Day, Mentor Appreciation Night, Family Night, Spring Picnic, etc.

### Additional

- Supervise, train, and work with interns, as requested
- Schedule, plan, attend and actively participate in regular Programming Team Meetings
- Attend and actively participate in regular Team Meetings
- Attend regular individual supervisory meetings
- All teammates will regularly engage in introspection and conversation about power dynamics related to oppression and privilege, for example conversations about race, different abilities, sexual orientation, gender identity, language, country of origin, and more. Affinity Mentoring understands that we are all learning and growing, but the work we do requires us to continually engage in these conversations.
- All teammates will actively work to uphold, promote, and fulfill the mission and vision of Affinity Mentoring
- All teammates will actively work to fulfill the mission and vision of Affinity Mentoring
  - **Our Mission is to** facilitate equitable growth in academics, social emotional skills, and self-esteem through mutually beneficial mentoring relationships. We believe in cultivating a brave space that amplifies the voices of young agents of change in a diverse and inclusive community
  - **Our vision is to** be a leading nonprofit for fostering belonging alongside young people, families, and community

### POSITION DETAILS

*Reports to:* Executive Director  
*FLSA Status:* Salaried, exempt  
*Position Status:* 40+ hours weekly  
*Starting Salary:* \$40,000 - \$45,000  
*Benefits:* Medical and dental insurance, Short and Long Term Disability Plans, Retirement plan with match, Employee Assistance Program and generous Paid Time Off

### EQUAL OPPORTUNITY EMPLOYMENT:

Affinity Mentoring seeks to insure and provide equal opportunity for all persons seeking employment without regard to race, color, nationality, religion/culture, gender identity/expression, sex, marital status, sexual orientation, socioeconomic status, military status, or disability.