



**Job Title:** Program Coordinator  
**Location:** Greater Boston  
**Reports to:** Mentor Program Manager  
**Position Status:** Part-Time; Hybrid - 20 hours/week

---

### **About Empower**

Empower is an international nonprofit with a specific mission: to empower, support, and connect children and young adults who have experienced the loss of a parent. Empower has “One mission with Two programs:” **EVENTS** remind grieving children they are not alone and offers opportunities to meet others who can relate to their loss; **MENTOR PROGRAM** instills hope + optimism while teaching that grief is survivable.

### **Position Overview**

You are the kind of person who gets things done well, and knows how to maximize the time you spend at work as this is a part-time position (20 hours per week at \$25/hour). We seek a compassionate individual who has experienced the death of her mother to conduct intimate and very personal intakes and interviews with families and Mentors. You are the first impression to the enrolled families and our prospective Mentors, and well-versed in the mission of Empower. You have a deep connection to our mission and are able to manage many diverse personalities and situations, are flexible, and adaptable.

### **Specific responsibilities include:**

### **Mentor Program**

- Facilitate Meet + Greets with all local enrolled youth + families
- Facilitate Meet + Greets with local prospective volunteer mentors
- Match volunteer mentors with children and young adults with HQ support
- Communication via email, phone, text, and virtual platforms with youth, families, mentors, Empower staff
- Provide guidance to youth, families, and mentors
- Monitor mentor matches
- Attend all required trainings, workshops, and educational events - mostly through virtual meetings
- Create a strategic plan with HQ for outreach in your region
- Weekly meetings with Southern New England PC's
- Monthly meetings with HQ
- Keep Empower database (CRM) updated
- Attend Empower Events, fundraisers, and networking functions
- Create connections and a network of free or discounted local community resources to support enrolled children and young adults as needed
- Adhere to all Empower policies and procedures
- Other duties as assigned

## **Qualifications**

- Must have experienced the death of a mother
- Excellent interpersonal communication skills
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills that support and enable sound decision-making
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment and stay calm under pressure
- Reliable, trustworthy, high-character, passion for the mission