

Job Title: Program Coordinator
Location: New York City Area
Reports to: Mentor Program Manager
Position Status: Part-Time/Per Diem; Hybrid - 5 hours/week

About Empower

Empower is an international nonprofit with a specific mission: to empower, support, and connect children, teens, and young adults who have experienced the loss of a parent. We host big events and small get togethers to remind children they are not alone, and we offer a unique Mentor program where we pair children, teens and young adults with positive role models who have also experienced parent loss.

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/per Diem position (up to 5 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, are a connector of people, and are able to manage many diverse personalities and situations, are flexible, and adaptable.

Responsibilities:

- Complete all duties and tasks below as outlined by the Policies and Procedures Manual and with support/training from the Executive Team at Empower
- Facilitate Meet + Greets with all local families & local prospective volunteer mentors
- Match volunteer mentors with children & young adults in local communities with HQ support
- Monitor mentor matches
- Attend all required trainings, workshops, and educational events - mostly through virtual meetings however some travel throughout the NYC area may be required
- Complete all documentation requirements and data entry on a weekly basis/as needed
- Communicate regularly with families/guardians of enrolled families via phone, in-person, online communication as well as Mentor Program Check-Ins to gather data and ensure a safe and successful match
- Report all required data to Empower Executive Team
- Attend Mentor Meetings virtually, as needed
- Attend Empower events & get togethers where applicable
- Support Empower Executive Team events in local volunteer appreciation activities and gatherings for program participants (i.e. holiday party for volunteers and committee members)
- Create connections and a network of free or discounted local community resources to support enrolled families as needed
- 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