

**Position:** Match Introduction Meeting Facilitator (**Part-time**) 20-25 hrs per week



**FLSA Classification:** Non-Exempt

**Reporting Relationship:** Manager, Enrollment and Matching

**ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSMC):**

**BBBSMC'S Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**BBBS Metro Chicago's Vision** is that all youth achieve their full potential.

BBBS is an affiliate of the oldest, most respected mentoring organization in the US. BBBS is a professionally managed, mission driven, performance-based organization providing high quality, safe and impactful 1:1 mentoring services to over 2,200 children/families across four counties in Metro Chicago: Cook, DuPage and Lake Counties in Illinois and NW Indiana.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBS makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of BBBS' revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

**BBBS Metro Chicago's Core Value** is that we deeply believe Diversity, Equity and Inclusion is paramount and fundamental to BBBS's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace DEI principles in the decision-making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

**Position Summary:**

The Part-Time Match Introduction Meeting Facilitator is facilitating introduction meetings between volunteers, parents, and youth. This includes administrative duties such as sending calendar invites, preparing paperwork, and completing and uploading documentation.

In addition, the facilitator will be responsible for reading assessments, conversing with Enrollment and Matching specialists, and debriefing with the Match Support Specialists after each introduction meeting.

These meetings are mostly conducted virtually but on a rare occasion, some travel may be required to conduct in-person Match Introduction Meeting if Matches cannot attend Virtually.

**These duties will primarily be performed in the evenings (4pm – 8pm) and on the weekends.**

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Responsibilities:**

1. Promptly send calendar invites for introduction meetings immediately after being notified that it has been scheduled.
2. Read assessments, Transmission of Information notes (TOI -now called Post MIM Assessment) notes and connect with Enrollment and Matching to discuss any potential issues about the pending match.
3. Prepare Match Introduction Meeting paperwork.
4. Confirm Match Introduction Meeting with all parties and answer any last-minute questions.
5. Facilitate approximately 25 Match Introduction Meetings a month.
6. Collect grant paperwork and surveys at Match Introduction Meetings if these have not been submitted.
7. Complete Match Introduction Meeting documentation and upload paperwork to virtual content management system.
8. Debrief with Match Support Specialists after each introduction meeting.
9. Conduct weekend in-person match observation meetings.

### **Skills and Qualifications:**

- A belief in the Mission and Vision of BBBS
- Bachelor's degree in social services, human services or related field required. ☑ Prior case management experience preferred.
- 1-2 Years of child development experience and/or experience working with children in a social services environment is required.
- Assessment and relational development experience with child and adult populations.
- Understanding of child development and family dynamics.
- Experience working in diverse populations is preferred.
- Excellent oral and written communication skills.
- **Bilingual (English/Spanish) a plus**
- Ability to work both in team and independently exercising good judgment, make sound decisions & problem solve.
- Ability to work with confidential information required.

- Must be an integral person with strong interpersonal skills
- A strong commitment to quality and results
- Strong computer skills - Proficiency in Microsoft Office and internet based applications
- Must have reliable transportation and be willing to travel as necessitated by job responsibilities.
- Must be able to work evenings and weekends.

**Work Environment:**

This position operates in a professional office environment.  
This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.  
There is an expectation to work in office a **minimum** of two days per week.

**To apply** Please forward your resume, cover letter and salary requirements to:

[BBBS Careers Apply Here](#)

Big Brothers Big Sisters of Metropolitan Chicago  
Attn: Human Resources  
130 S. Jefferson St. 2<sup>nd</sup> Floor  
Chicago, IL 60661

**BBBS is an Equal Employment Opportunity Employer**



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