

Position: Big Futures Coordinator (Grant Funded)



Reporting Relationship: Volunteer & Family Engagement Manager

ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSChi):

BBBSChi's Mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

BBBSChi's Vision is that all youth achieve their full potential.

BBBSChi is an affiliate of the oldest, most respected mentoring organization in the US. BBBSChi is a professionally managed, mission driven, performance-based organization providing high quality, safe and impactful 1:1 mentoring services to over 1,400 children/families across four counties in Metro Chicago: Cook, DuPage, Lake County, IL and Lake County, IN.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSChi 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 BBBSChi's 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.

BBBSChi's Core Value is a deep belief that Justice, Equity, Diversity and Inclusion is paramount and fundamental to BBBSChi'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 JEDI 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:

Big Brothers Big Sisters of Metro Chicago's (BBBSChi) Big Futures Program provides effective mentoring relationships, engagements, and resources for high school Littles across our Portfolio of Mentoring Programs. The Big Futures Coordinator is responsible for implementing programs, activities and events across all program models that result in High School graduates who are prepared for life beyond high school. The Coordinator will collaborate across agency teams to ensure effective marketing, communication, and partnership for all Big Futures events and resources. The Coordinator will collaborate with

all stakeholders to include partners, Bigs, Littles (and their families), program providers, and others to ensure success of all Big Futures events. Create individualized success and retention plans including wrap around services to help youth achieve their goals and ensure early identification of concerns. Offer coaching, access resources & leverage other opportunities to support youth.

Supervisory Responsibilities:

This position has no supervision responsibility.

Primary Responsibilities:

- Establish and maintain resources that support the development of high school-aged Littles and young adults.
- Execute our menu of opportunities for Littles enrolled in the program, including Big/Little Socials, College/Career Expos and Tours, and Big Futures Forums.
- Maintain records to track attendance and engagement of participants in all implemented Big Futures activities through surveys and tracking within our Salesforce system.
- Attend trainings relevant to supporting high-school age Littles and young adults, and apply learned best practices to the work to continue to grow and improve the Big Futures program.
- Serve as a subject-matter expert internally on supporting enrolled Littles by providing coaching and resource availability to all Coordinators and Specialists supporting high school aged Littles and young adults.
- Maintain relationships with program partners who support our menu of opportunities for the Big Futures Program.
- Collaborate with internal teams to cultivate partnerships, establish resources, and provide opportunities for career, college, and future readiness.
- Collaborate with internal team to plan and host an annual Graduation Celebration for high school seniors.

Skills and Qualifications:

- Minimum bachelor's degree in social work, human services, education or related field preferred, plus (2-3) years commensurate experience.
- Experience working with high school youth preferred.
- Experience in volunteer and project management and child development preferred
- Proficiency in Microsoft Office; including Word, Outlook, and Excel. Preferred working knowledge of and use of case management software (preferably Salesforce).
- A passion for the mission of BBBSChi, and a commitment to the values of justice, equity, diversity, and inclusion.
- Experience working with high school students, and in-depth of knowledge accessing resources and development tools needed for preparing teens for successful futures after high school.

- A demonstrated spirit of collaboration to identify, cultivate, and manage partnerships with stakeholders.
- Strong group facilitation and coordination experience.
- Excellent oral and written communication skills reflecting solid customer service both in-person and virtual.
- Demonstrated ability to form and sustain appropriate child, adult volunteer-based relationships based on positive youth development and volunteer satisfaction.
- Demonstrated ability to prioritize multiple tasks and use time effectively in a fast-paced environment.

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., 2nd Floor

Chicago, IL 60661

BBBS is an Equal Employment Opportunity Employer

