

**Position: Site Based Partnership and Program Facilitator Metro Chicago**



**FLSA Classification:** Exempt

**Reporting Relationship:** Manager of Program Partnerships

**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 1,300 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](http://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:**

The Site Based Partnerships Facilitator reports to the Site Based Manager of Program Partnerships and builds connections with program partners to create the best 1:1 developmental relationship. This position manages a portfolio of 8-12 site-based program partnerships across BBBSChi Service Area with schools, institutions, and corporations and

serves as the primary point of contact. The Site Based Partnerships Facilitator builds connections with key contacts at partner organizations to create rewarding program experiences for volunteers and youth. This includes recruitment of volunteers to serve as mentors and youth for individual programs as well as planning and facilitating fun, developmental activities during program sessions.

**Supervisory Responsibilities:**

This position has no supervision responsibility.

**Primary Responsibilities:**

- Recruit potential volunteers and youth for 8-12 site-based programs by engaging partners, conducting informational meetings, and being an on-site resource to ensure that programs are running at capacity with maximum engagement and participation.
- Oversee all logistics, content, and budgets for program sessions, including evening and weekend commitments.
- Provide regular reports to program partners to ensure that programs are filled and volunteer and youth participants are fully engaged in program activities and relationship building.
- Develop and maintain on-going relationships between school staff and administration, designated corporate partners and BBBSChi, including regular communication and problem-solving.
- Lead orientations and training sessions for volunteer mentors, parents, and youth.
- Conduct Match Introduction Meetings and activate all new matches.
- Develop group and one-on-one projects/activities for mentoring programs and provide on-site support and facilitation during mentoring sessions to develop match relationships, including strategic interventions that strengthen match relationships.
- Provide and promote a safe environment for all children involved in the mentoring program, including, but not limited to, reporting/documenting unusual incidents where the safety of a child may be threatened.
- Support in developing a Standard Report for each program year, including development of an action plan for improving program for the following fiscal year.
- Participate in committees to update paperwork, policies, and/or procedures and contribute to team projects.
- Provide friendly, approachable customer service, and represent the Agency and our mission in a professional and positive manner.
- Provide documentation in agency database system that reflects accurate, timely, and descriptive support given/offered to mentor and mentee. Documentation includes, but is not limited to; match descriptions, program attendance, match introduction meetings, and match participation.
- Other duties as assigned.

## Skills and Qualifications:

- Bachelor's or master's degree required; alignment with BBBS Mission and Vision essential.
- 2-4 years' experience in youth work, program management, or community partnerships preferred.
- Excellent facilitation, communication, and interpersonal skills; bilingual (English/Spanish) a plus.
- Ability to inspire diverse groups, create inclusive programs, and work effectively with a remote team.
- Strong organizational skills, attention to detail, and capacity to manage multiple tasks efficiently.
- Availability for 3-4 evenings and some weekends; reliable car, valid driver's license, and auto insurance required; regular travel in Chicago and Lake County, Indiana.

## 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**

