

New Pathways for Youth

Mentor Recruitment Coordinator

1. Position Summary

Provides recruiting, screening, onboarding, and administrative support to the Marketing & Mentor Recruitment department and reports to the Director. Follows best practices for mentor recruitment and volunteer screening to ensure mentees are matched with safe and committed mentors who are aligned with New Pathways for Youth's Guiding Principles. Represents and presents on behalf of New Pathways in the community for recruitment. Interfaces with mentor candidates at the onset of their mentoring experience providing excellent customer service and setting the stage for a volunteer experience that is as energizing as it is rigorous. Collaborates with the Director of Marketing & Mentor Recruitment and the Mentor Recruitment Assistant to ensure that recruitment goals are met, and mentor candidates meet screening and training requirements.

2. Job Responsibilities and Duties

- Host weekly information sessions for prospective mentor candidates to learn about mentoring with New Pathways for Youth. (Tuesday evenings until 7:30 pm)
- Understand and articulate NPFY's mission, create excitement and set expectations for the mentoring experience, and answer questions arising from prospects and candidates
- Collect and review mentor applications and required screening documents
- Run internal background checks on candidates
- Prepare for and conduct objective screening interviews for candidates
- Using a laptop, record notes in real-time, capturing candidate answers and quotes
- Conduct reference calls
- Support training facilitators in candidates' onboard training classes
- Observe candidates throughout the onboarding process to ensure they meet agency standards for safety and commitment, and they align with agency values.
- Objectively assess all screening data to identify any red flags or triggers and determine if the candidate is an appropriate fit
- Recommend candidate approvals and disqualifications to the Director
- Create summary profiles for approved candidates prior to matchmaking
- Participate in matchmaking
- Provide an excellent onboarding experience for candidates from start to finish
- Partner with Mentor Recruitment Assistant to ensure that all screening assets are recorded and filed appropriately and in a timely fashion using Monday.com

- Assist the Director and Mentor Recruitment Assistant with emerging administrative duties and projects
- Represent New Pathways for Youth at various networking, community, and business events
- Occasional public speaking requirements

3. Education & Experience

- Bachelor or Associate degree, preferably in Human Resources or Social or Human Science such as sociology, social work, psychology, or communications. (some experience may be substituted for degreed education)
- Experience conducting objective interviews
- Familiar with trauma-informed care in response to Adverse Childhood Experiences.
- Fully proficient in a Windows-based computer environment, including PowerPoint, Word, Outlook, Excel, and social media savvy

4. Employee Qualities/Traits

- Engaging and outgoing personality
- Warm, empathetic, and friendly disposition
- Natural ability to connect with others
- Networking skills
- Service oriented
- Superb active listening skills and ability to interpret non-verbal cues
- Objective and non-judgmental
- Excellent oral and written communication skills
- At ease presenting to a small or medium-sized group as well as engaging in one-on-one dialogue
- Ability to engage in sensitive conversations with respect and confidentiality
- Highly organized, methodical and detail-oriented
- Work with minimal supervision and be a self-starter
- Flexible, nimble, and adaptable to change
- Looks for areas for improvement and solves problems creatively
- Show initiative and personally participate in ongoing professional growth
- Build positive and collaborative relationships

5. Organization Qualities/Traits

New Pathways for Youth is a Caring, Driven, Effective, Distinct organization. Our culture is one that is motivated, goal-oriented, empathetic, inclusive, and respectful. We apply research, data, and experience to reach intended impact, advancing good in our community.

6. How to Apply

To apply, please submit your cover letter and resume to Oscar Hidalgo – ohidalgo@npfy.org. Please include your name and position title, “Mentor Recruitment Coordinator,” in the subject line. Please include your salary requirements in your cover letter. Applications will be accepted until the position is filled.

7. Additional details

Salary is commensurate with experience and will be in the range of \$45,000 - \$48,000 annually. Benefits include health, dental, and vision coverage that New Pathways for Youth contributes to and a generous time off package. General office hours are Monday through Friday, 8:30 am – 5:00 pm. However, this role is scheduled to include one evening per week and occasional hours on other evenings and weekends. Additionally, this role gets a pre-assigned monthly Acknowledgement Day to cover any additional time worked beyond their normal schedule. New Pathways for Youth is an equal-opportunity employer.