



## **Silver Lining Mentoring Program Coordinator**

### **Organizational Overview**

Silver Lining Mentoring empowers youth in foster care to flourish through committed mentoring relationships and the development of essential life skills. For over ten years, Silver Lining Mentoring (Silver Lining) has enjoyed continuous growth and success in matching youth in the child welfare system with highly committed volunteer mentors. Silver Lining works with young people who are preparing to age out of the child welfare system by teaching critical life skills to help teens successfully transition to adulthood. Silver Lining continues to be among only a few mentoring organizations in the United States, and the only mentoring organization in Massachusetts, that exclusively serves the unique needs of youth in the foster care system.

For more information on our work, our supporters and the incredible young people we serve, please visit [www.silverliningmentoring.org](http://www.silverliningmentoring.org).

### **Position Overview:**

The Program Coordinator is responsible for supporting young people in Silver Lining's housing support program, as well as developing the policies and procedures associated with it. Additionally, the Program Coordinator supports young people within the Silver Lining community access services and opportunities that supports a safe transition into adulthood. The Program Coordinator takes part in screening, training, creating, and supporting mentor-mentee matches, planning and implementing ongoing group events, facilitating youth life skill workshops, and participating in program evaluation efforts. In addition to day-to-day tasks, the Program Coordinator also performs a broad scope of responsibilities to support the mission of Silver Lining including the occasional training of stakeholders in order to educate the community about the challenges faced by youth in foster care and to advocate for strengths-based and evidence-based strategies to support this underserved population. This position requires local travel and attendance at events/activities on occasional evenings and/or weekends; driver's license required.

### **Responsibilities:**

1. Youth Housing Support (35% of position):
  - Provide bi-weekly support to young people in housing support program, including but not limited to resource brokering, life skills development and support, facilitating conversations with partnering housing organization, etc.
  - Envision, draft and implement new program policies and procedures to support all aspects of the housing support program
  - Manage participant recruitment, screening and transition into and out of program
2. Young Adult Services/Clinical Support/Resource brokering (25% of position):
  - Support young people through individualized resource brokering and life skills development and support
  - Connect young people and mentor/mentee matches to external opportunities and resources; e.g. education, health and safety, career opportunities and employment readiness
3. Youth Leadership and Advocacy Support (20% of position):

- Plan and implement enrichment activities to build leadership and advocacy skills, including public speaking and story sharing opportunities, workshops on topics that are of interest to youth, and Silver Lining's annual camping trip and Provincetown Youth Retreat
  - Support the Leaders program including development of workshop curriculum, workshop facilitation, ongoing and consistent communication with youth and volunteers, cultivation of provider partnerships, and program evaluation
  - Develop curriculum and programming for youth, specifically that which promotes a positive racial and/or ethnic identity
4. Administrative/Outcomes Tracking (10% of position):
- Collect and enter ongoing data on participant activities and supports into Salesforce database
  - Collaborate with young people and development team to create, track and share stories of young people's growth and success
  - Additional duties as assigned
5. Mentor Intake (10% of position):
- Work collaboratively with Outreach Coordinator to recruit mentors whose identities reflect those of the young people we serve, including people of color, men, and people with foster care experience
  - Ensure program quality related to screening and training of mentor candidates and facilitate bi-monthly mentor training/support groups

#### **Qualifications**

- Commitment to and belief in the mission, vision and values of Silver Lining Mentoring.
- Masters degree in Social Work (MSW) preferred or equivalent degree/experience. LCSW preferred, but not required.
- Ability to facilitate individual and group work.
- Child welfare experience preferred, but not required.
- Strong interpersonal, oral and written communication skills.
- Effective planning, organizational, and time management skills and keen attention to detail.
- Ability to multi-task and to respond flexibly to a fluid and evolving program environment.
- Commitment to social justice and cultural responsiveness; knowledge/experience working with LGBTQ youth preferred, but not required.
- People of color and people with personal foster care experience are strongly encouraged to apply.

Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, accessible office location in downtown Boston, and excellent benefit package with generous vacation. Salary commensurate with experience. Silver Lining Mentoring is an Equal Opportunity Employer. <http://www.silverliningmentoring.org>

#### **To Apply:**

Candidates should review Silver Lining Mentoring's website and submit a resume and cover letter explaining why you would like to be considered for this position to [HR@silverliningmentoring.org](mailto:HR@silverliningmentoring.org).