



430 North Canal Street
Lawrence, MA 01840
p: 978-327-6600
f: 978-327-6601
www.FSMV.org

FAMILY SERVICES OF THE MERRIMACK VALLEY
JOB POSTING
ROLE ELIGIBLE FOR \$750 BONUS!

Position: Stand & Deliver Match Coordinator
Program: Stand & Deliver Mentoring Program
Reports to: Stand & Deliver Program Supervisor
Status: Part-Time, Non-Exempt, 20 hours/week

POSITION DESCRIPTION

Family Services of the Merrimack Valley is seeking a part-time (20 hours/week) Match Coordinator to join its Stand & Deliver academic mentoring program. The Match Coordinator is responsible for enrolling, matching and supporting volunteer mentors and children in need of mentors in the Stand & Deliver program. He/she will assess individuals for suitability and training needs in order to assure a positive youth development experience for the child and successful and satisfying experience for the volunteer.

GENERAL DUTIES AND RESPONSIBILITIES

- Conduct volunteer enrollments including: recruitment, interviews, orientations and trainings, and completion of any required background checks.
- Conduct student enrollments including: recruitment, interviews, orientations and trainings.
- Make mentor/mentee matches based on student/mentor preferences, needs, and similar interests.
- Develop and maintain positive working relationships with all corporate partner coordinators and school liaisons.
- Work with Program Supervisor to provide mentors with academic material/resources, MCAS/PARCC packets and ongoing volunteer training when necessary.
- Provide mentors, students, and parents/guardians with on-going match support, developing action plans for students/matches as needed. Be aware of child safety indicators.
- Implement innovative and solid family/caregiver engagement strategies.
- Maintain accurate paperwork and documentation according to agency standards.
- Conduct mid-year survey and end of year evaluations with students, parents and volunteers.
- Refer to supervisor all situations in which enhanced support is warranted
- Participate in agency recruitment, fundraising and match activities as necessary.
- Perform other agency duties as needed.

QUALIFICATIONS

- BS/BA degree in relevant field or 2-3 years equivalent work experience.
- Ability to manage projects, partnerships, and professional relationships.
- Experience and competency working and connecting with diverse communities (including the LatinX community), cultures, people and partners, as well as a commitment to promoting inclusion in all practices and efforts is highly desirable.
- Strong written and verbal communication skills.
- Demonstrated time management and organizational skills.
- Proficiency in Microsoft Office products, including Word, Excel, Outlook and PowerPoint and the ability to learn new computer or software applications as needed.
- Ability to work independently while exercising good judgment as well as in a team dynamic.
- Ability to work weekends and evenings periodically is required.
- Bilingual proficiency in English/Spanish in both verbal and written forms is highly desirable.
- Ability to learn quickly as well as be a motivated, self-starter.
- Knowledgeable about the Lawrence community is desirable.

COMPENSATION AND BENEFITS

- This is a 20 hour per week includes such benefits as Paid Sick Time and eligibility for Massachusetts Paid Family and Medical Leave with a pay range \$18-20 per hour, commensurate upon education and/or experience.
- An opportunity to work with and learn from a team of dedicated, passionate individuals in a diverse environment that serve children, youth, and adults.

TO APPLY

Interested candidates should email a cover letter and a resume to: Katie Buttner, Stand & Deliver Program Supervisor at kbuttner@fsmv.org by 7/8/22.

ABOUT FAMILY SERVICES OF THE MERRIMACK VALLEY

Family Services is a non-profit, social service organization located in Lawrence, MA. The organization helps more than 7,000 people in the Merrimack Valley each year through 20+ programs focused on youth development, parent education and emotional health. All of its services are infused with a sense of hope and possibility and enable individuals to thrive in their family, community, workplace and school. For more information, please visit www.FSMV.org. Family Services is an equal opportunity employer.