



**Position Title:** Program Coordinator, Mentoring

**Organization:** Stamford Public Education Foundation (SPEF)

**Location:** Stamford, CT

**Assignment:** In-person - Monday-Friday (some weekend and evening availability required)

**Classification:** Full-time, Exempt (not eligible for overtime pay). 35 hours per week.

**Annual Salary:** \$45,000.00

**Reporting to:** Program Manager, Mentoring

### **About SPEF**

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on delivering educational programs and resources that elevate student, educator, and parent success by bridging the gap between needs in the Stamford Public Schools (SPS) and resources in our community.

In pursuit of its mission, SPEF focuses on delivering programs & resources in four areas:

- College and Career Readiness
- Enrichment
- Family Engagement
- Kindergarten Readiness

With help from hundreds of volunteers, SPEF provides educational programming to all 21 of Stamford's public schools, including tutoring, mentoring, book distributions, parent leadership training, Pre-K experiences, and more.

### **SPEF Belief Statements**

We believe all students have the right to benefit equally from a quality public education.

We believe SPEF has a responsibility to eliminate barriers that hinder students' success.

We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

### **Vision**

We envision a community in which every student is prepared and inspired to thrive.

## **Mission**

Our mission is to elevate student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford.

## **DEI Value Statement/Employee Value Proposition**

The Stamford Public Education Foundation is committed to policies and procedures that further promote diversity, equity, and inclusion in all facets of its operations. The commitment to diversity, equity, and inclusion is an acknowledgment that our organization's success is linked to obtaining equitable representation at all levels of the organization and that our mission's success is only achieved through continuous investments in diversity, equity, and inclusion.

## **Program Overview**

SPEF's Stamford Mentoring Program consists of two mentoring programs: Service Learning Mentoring at the elementary school level, and Middle School Mentoring in the middle schools.

Our Service Learning Mentoring program pairs middle and high school students from Stamford Public Schools and J.M. Wright Technical School with elementary students in grades 3-5. The program meets weekly in the elementary schools, fostering positive mentoring relationships between the older and younger students, as well as learning about how to serve their community of Stamford in various capacities.

The Middle School Mentoring Program serves students in grades 6-8 through a holistic approach to mentoring. Our program serves our students in a mentoring capacity with volunteer mentors from the community, and it connects students with academic support, enrichment connections, financial support, as well as connections with mental health resources in the school or community. By serving each student holistically, we are able to serve the whole child and address the complex needs that face our middle school students. Our program will serve students from three middle schools in Stamford, with the potential to expand, and have a physical presence at the Chester Addison Community Center on Stamford's West Side.

## **Position Summary**

The Mentoring Coordinator will work as a part of the SPEF Programs Team to support both the middle school mentoring and the service learning mentoring programs. The Mentoring Program Coordinator will work alongside the Mentoring Program Manager, as well as the Director of Programming, to shape the direction of the mentoring programs. This includes recruitment of students for the program, volunteer mentors, organizing logistics of both programs, and creating a supportive and welcoming environment for the students to feel safe and have fun.

## **General Responsibilities**

- Receive individual assignments from SPEF's Manager of Stamford Mentoring Program
- Organize logistics with key stakeholders from SPS, as well as the Chester Addison Community Center for after school hours
- Monitor and follow-up on identified student needs with appropriate support
- Coordinate schedules with schools through a building-level liaison
- Track student data as pertains to program KPIs (key performance indicators)
- Attend mentoring program promotional/community events as needed (some nights and weekends on occasion)

- Other duties as assigned

### **Qualifications and Experience**

- Bachelor's Degree or relevant work experience
- Bilingual: English/ Spanish, written/oral (Preferred)
- Experience working with youth in some capacity
- Dynamic personality with an ability and willingness to collaborate with partners
- Passion for supporting disengaged youth and underrepresented populations of the community
- Strong communication and organization skills
- Self-starter, ability to work independently

### **Disclaimer**

SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.