



Position Title: Mentor Coordinator, (*part time, year round*)

Reporting Relationship: Chief Program Officer (CPO)

Starting Date: September 1, 2024

Posting Date: July 2024

Organization: Founded in 2011, Evanston Scholars is a non-profit organization that improves college access and success for a diverse group of ambitious Evanston Township High School students who are traditionally first-generation college entrants, low-income, and/or students of color, starting in the junior year of high school with the college admissions process and continuing through college graduation and career launch. Our comprehensive, six-year program offers staff-led college counseling workshops, test prep, and college success and career readiness education to support students to get to and through college. In addition, each student is matched with a volunteer Mentor from the community; Mentors are asked to commit to the first four years of the program, and their relationship with their Scholars may extend beyond that. The program now serves over 275 students, selecting 50-55 new high school sophomores every year. [Evanston Scholars Website](#)

Location: 1234 Sherman Ave., Suite 214 Evanston IL 60202

Position Description:

To extend guidance and support to our Scholars' Mentors throughout the students' challenging high school and collegiate experience. The position will help to improve our Mentors' connection to the Scholars and produce stronger outcomes in the students' college persistence, college graduation, and career readiness. This position would recruit and support Mentors, and collaborate with the Chief Program Officer (CPO) on Mentor training and development to engage in all aspects of the Scholar experience.

Major Responsibilities

Communication

- Manage the overall plan for communicating with all high school and college Mentors
- Act as liaison with both College Access Director and College Success Director to build a culture of connection between Mentors and high school and college Scholars
- Support maintenance of the Mentor email account mentoring@evanstonscholars.org

Mentor Programming

- Act as liaison with the Mentor Steering Committee (MSC) to set up Mentor social connections

- Work with CPO and MSC to provide two to four mentor trainings each year
- Solicit mentor feedback throughout the year and ensure Mentor/Scholar relationships are positive.
- Aggregate the scores/feedback and report back to help improve recruiting, programming, and organizational growth
- Report to CPO when interventions are necessary

Mentor Recruitment

- Work with CPO to carry out Mentor recruitment plan
- Organize and activate MSC participation in recruitment
- Maintain Master Data Sheet for both Mentor applicants and matched Mentors

Mentor Support

- Maintain the Mentor Resources page on ES Website
- Cultivate Mentor resources to assist with Mentor understanding of first generation, Pell eligible, and student of color experience
- Provide direct support to the Mentor Steering Committee
 - Assistance organizing Mentor coffees before workshops
 - Support the Mentor Minute - a periodic publication offering mentoring information and guidance on topical issues; articles are written by Mentors
 - Other projects as suggested by the MSC

Skills and Personal Characteristics

- Enthusiastic, patient, persistent, professional, resourceful, and adaptable
- Strong DEIJ experience. Ability and desire to engage in DEI-related discussions and incorporate a DEIJ lens in all written materials.
- Highly organized with an ability to juggle multiple tasks and stay flexible
- Excellent written and oral communication skills
- Strong attention to detail
- Thrives as a member of a dynamic and highly-collaborative small team
- Desire to help ambitious youth find success in college.
- Experience with Zoom, Google Hangouts, texting and FaceTime

Qualifications:

- Bachelor's degree, Master's degree a plus
- Ability to work independently with little supervision
- Ability to work occasional nights and weekends
- Ability to carry approximately 15-20 lbs
- Ability to traverse a flight of stairs
- Experience in coaching, training, or organizing
- Experience working with low-income, first-generation to college, and underrepresented minority students is preferred
- Experience in a non-profit organization is preferred
- Successful track record of meeting deadlines and achieving goals
- Experience with Salesforce is a plus

- Familiarity with the Evanston community is a plus

Salary and Benefits

This is a part-time, 15-hours/week position with a hybrid of remote and in-person work. The salary range is \$20,000-25,000 annually. Benefit offerings include SIMPLE IRA plan with a matching contribution, cell phone reimbursement stipend, public transit pre-tax program, and a generous paid time off and holiday schedule. Flex-time is also available based on schedule and needs.

Application Procedure

Please submit resume and cover letter to Demisha Lee, Chief Program Officer – dlee@evanstonscholars.org. Applications will be reviewed on a rolling basis.

Evanston Scholars is an equal opportunity employer and consideration for employment is made without regard to race, color, religion, age, gender, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.