

COORDINATING TEAM JOB DUTIES	
<p style="text-align: center;">MENTEE / PARENT COORDINATOR</p> <p>*see below for additional shared responsibilities</p>	<ul style="list-style-type: none"> ● Coordinates and conducts recruitment, interviews and orientations for potential mentees and their families ● Conducts check-ins with mentees and parents as needed, including mentors as resources ● Creates and manages system for tracking mentees' academic performance (progress reports) and delegate mentors/volunteers to tutor mentees as necessary ● Maintains and updates mentee files ● Organizes biannual parent-mentor meetings and provides relevant resources (e.g., parenting/teen psychology info) to parents ● Develops an external network of resources for mentee referrals ● Works closely with Program Director and Mentor/Volunteer Coordinator to identify issues of concern for mentors, mentees and their families; and refers appropriate resources
<p style="text-align: center;">MENTOR / VOLUNTEER COORDINATOR</p> <p>*see below for additional shared responsibilities</p>	<ul style="list-style-type: none"> ● Coordinates and conducts recruitment, interviews and orientations for mentors and volunteers ● Manages and advises the mentors and provides support to the mentee-mentor relationship ● Facilitates regular mentor check-ins/meetings and ensures that mentors are completing contact logs ● Coordinates mentor training/retreats in Fall and Spring; organizes additional training as needed ● Manages volunteers by delegating tasks and projects ● Works closely with Program Director and Mentee/Parent Coordinator to identify issues of concern for mentors, mentees and their families; and refers appropriate resources ● Plans annual mentor appreciation activities
<p style="text-align: center;">FINANCE / ADMINISTRATIVE COORDINATOR</p> <p>*see below for additional shared responsibilities</p>	<ul style="list-style-type: none"> ● Files and organizes program paperwork, such as mentee/mentor files, homework logs, progress reports, sign-in sheets, etc. ● Prepares check request forms and documentation for Program Director to approve and sign ● Supports Program Director in all administrative tasks, including managing the budget, managing petty cash, picking up mail, etc. ● In conjunction with Program Director, maintains financial records, tracks income/expenses, enters Quickbooks journal entries on monthly basis ● Maintains contact list of mentors, mentees, volunteers ● Inventories and order supplies and equipment as necessary ● Creates and manages attendance sheets for PM activities ● Assists Development Coordinator with writing donor thank you notes

<p>EVENTS / MARKETING COORDINATOR</p> <p>*see below for additional shared responsibilities</p>	<ul style="list-style-type: none"> • Schedules and manages the planning of monthly events and workshops • Evaluates and provides feedback for monthly events and workshops • Develops and distributes PR materials quarterly, including management of social media (Facebook), e-newsletter and webpage • Works closely with Development Coordinator to maintain contacts with community organizations and business members
<p>DEVELOPMENT COORDINATOR</p> <p>*see below for additional shared responsibilities</p>	<p>Supports PD with fundraising opportunities through the following:</p> <ul style="list-style-type: none"> • Seek out grant/funding opportunities and submit grant proposals • Assist in grants management • Provide reports to funders as needed • Maintain donor records and send thank-you notes to donors • Oversee coordination of fundraising events • Work with Fundraising Committee Chairs

*Each coordinator will also assist the Program Director in the preparation of program evaluations, including mid-year evaluations and year-end evaluations

QUALIFICATIONS:

- Previous experience working with youth programs and/or planning events
- Patience, flexibility and creativity
- Familiar with the Vietnamese American community's needs and concerns
- Conversational in Vietnamese language (preferred but not required)
- Able to regularly attend Coordinator team meetings, weekly study hall (Weds. 6-9pm) and monthly events (1x per month)
- Able to commit for one year (August – July)
- Preferred two years of higher education or equivalent work experience

Time Commitment and Compensation: 10-15 hours/week, volunteer with stipend for 1-year commitment.