

Job Title: Mentoring Coordinator – HEART Grant

Reports To: Project Director

Employment Type: 50% FTE (20 hours/week)

Location: Illinois (Hybrid: Remote and Onsite)

Position Summary:

The Mentoring Coordinator for the HEART program HHS-ACF-OFA-ZB-0109 is responsible for the recruitment, training, and supervision of volunteer mentors in partnership with HBS, supporting couples in the *Bridges Forward* program. This role facilitates meaningful mentor-mentee relationships that promote personal growth, relationship resilience, and family stability. The coordinator ensures a high-quality mentoring experience by aligning mentor assignments with participant needs and providing ongoing guidance, monitoring, and evaluation. Salary is \$17,500 per year working 20 hours per week, per federal funding.

Key Responsibilities:

- Recruit, screen, and onboard volunteer mentors in collaboration with HBS and outreach teams.
- Facilitate mentor training sessions focused on relationship support, communication skills, and program alignment.
- Match mentors with participating couples based on compatibility, needs, and goals.
- Monitor the progress of mentoring relationships through regular check-ins and documentation.
- Provide ongoing support, coaching, and resources to mentors to foster effective engagement.
- Coordinate with the case manager and facilitators to ensure that mentoring efforts align with participants' progress and challenges.
- Collect feedback and evaluate mentoring outcomes to inform program improvements.
- Maintain accurate records and ensure compliance with grant standards and program protocols.

Qualifications:

- Bachelor's degree in Human Services, Education, Social Work, or related field preferred.
- Experience in volunteer coordination, mentoring programs, or community-based initiatives.
- Strong facilitation and relationship-building skills.
- Excellent organizational and communication abilities; bilingual (English/Spanish) preferred.
- Knowledge of trauma-informed care and strengths-based mentoring approaches is a plus.
- Ability to work collaboratively in a team setting and across organizational partners.
- Have legal permanent residency or U.S. Citizenship (ie. proof of authorization to work in the U.S.)

Organizational Culture:

- Contribute to a healthy and supportive workplace culture aligned with Family Bridges' mission.
- Model professionalism, responsiveness, and encouragement in daily interactions.
- Acknowledge Family Bridges Statement of Faith.

Compensation:

Salary is in line with federal grant budget guidelines. PTO following state guidelines and a 401K are offered following a probationary period. Position contingent on funding.