



Pinellas Education Foundation

Job Title: Take Stock in Children Mentor Coordinator/Program Assistant –
Part Time - 10 months

Department: Programs

Reports To: Co-Program Manager of Take Stock in Children – Mentor Focus

Salary Status: Non-Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: This is a part time 10-month position responsible for providing support to the Program Management Team of the Take Stock in Children Program with a primary focus on mentor management, onboarding processes, database management and reporting.

Responsibilities:

- Achieve Take Stock in Children’s countywide mentor recruitment objectives.
- Assist Program Management Team in providing necessary reports for TSIC.
- Responsible for data entry from multiple sources (Raiser’s Edge, Focus, and HopeForce).
- Analyze statistical information on mentors, students, stakeholders and prepare presentations/reports.
- Onboard Mentors and ensure that they all have completed all necessary forms, applications, and background checks. Ensure that all mentors have background clearance from PCS annually.
- Ensure that all mentors promptly participate in a comprehensive mentor-training program that defines their roles and responsibilities; describes guidelines and regulations; and provides tools, materials, and suggested activities.
- Assist new school liaisons so they understand the mentor tracking process for TSIC.
- Assist schools with matching mentors with students when needed, and ensure that all new students are matched with mentors within 30 days of their contract signing.
- Conduct on-going communication with all mentors through e-mails, mailings, phone calls, surveys, newsletters, flyers, etc.
- Assist in the organization and production of mentor appreciation, recognition, training activities and PEF/TSIC events.

- Onboard new students for the program into the TSIC state database.
- Perform other duties as assigned by the TSIC Program Management Team.

Educational/Experience: Post-secondary degree preferred. Previous experience working with volunteer management and database management in an educational setting preferred.

Skills: Strong interpersonal, organizational, and writing skills. Proficient in Microsoft Office software (Word, Excel, Access, Power Point), Windows, Salesforce, and Raiser's Edge. Courteous, professional, customer-friendly manner with callers/visitors. Accuracy in data entry and mail merges. Multi-tasking.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Interested applicants may email (stacie.allen@pinellaseducation.org) cover letter and resume. Please include the words, "TSIC Mentor Coordinator" in the subject line. No phone calls will be accepted.

Pay rate for this positions is between \$17 - \$18/hour