

## Announcement of Job Opening

### Mentor Tutor Connection, Los Altos and Mountain View, CA

**Position:** Director of Programs

**Schedule:** Part-Time (28 hours per week), work from home, year-round, flexible schedule.

**Introduction:** Mentor Tutor Connection (MTC) works to enhance the academic, social, and emotional growth of students in the local community by cultivating meaningful connections with adult volunteer mentors and tutors. MTC does this by recruiting, training, and supporting the efforts of our volunteers and by working in partnership with the local Mountain View and Los Altos school districts.

The Program Director plays a pivotal role in our non-profit, overseeing and managing our programs and volunteer recruitment and management. Your leadership will be instrumental in MTC achieving our strategic plan program goals.

#### Major Responsibilities:

**Program Evaluation, Enrichment, and Sustainability:** In collaboration with the Executive Director, lead efforts to ensure MTC programs are continually meeting the needs of students and the community and that they're aligned with MTC strategic goals.

- Design evaluation surveys, organize and analyze data, create information sheets for stakeholders to support the growth and improvement of the program.
- Collaborate with the Executive Director on program alignment with our mission and continually evaluate and improve program practices and procedures. Prepare and present program updates to the Board of Directors, as requested.
- Provide program data and stories for community marketing, newsletters, and community reports.
- Collect stories about MTC volunteers and students for various communications purposes.
- Support and attend program fundraising and appreciation events.
- Develop the annual programs budget.
- Champion the development of the strategic plan, including setting KPIs for programs, marketing, and recruiting.
- Prepare and deliver presentations on program-related topics to various community groups.

#### Program Staff Management:

- Lead and supervise our team of 5 part-time Mentor Program Managers and Tutor Program Managers.
- Foster a collaborative and cohesive team environment among staff who work remotely. Coordinate and facilitate regular staff meetings, creating agendas, and ensure effective follow-up.
- Provide comprehensive training and ongoing support for new staff members.
- Conduct annual staff performance reviews and goal-setting sessions.
- Lead recruitment and hiring of new program staff.

#### Volunteer Recruitment and Management:

- Manage volunteer recruitment by creating new outreach channels in the community, including a DEIB lens, ensuring that our volunteer pool is healthy and diverse throughout the school year.
- Manage volunteer information and training sessions which includes community advertising, venue booking, food coordination, technology set up, and be the lead presenter at the sessions.
- Oversee delegation of volunteers to appropriate program managers and ensure efficiency in placement.
- Continually refine volunteer interviewing, screening, and onboarding processes for maximum efficiency and utilize feedback to continuously improve the volunteer program.

- Work with the MTC Operations and Communications Manager to ensure all current volunteers stay in compliance with state, school district, and program requirements (annual training, 4 year TB test, driver approval).
- Register with the Department of Justice (DOJ) to evaluate volunteer fingerprinting, as needed.
- Collaborate with the Marketing, Recruiting, and Communications committee.

#### **School Partnerships:**

- Cultivate strong relationships and collaborate with schools and school districts to advance MTC's work and continually monitor program development and evaluation.
- Participate in annual district meetings and create district-specific reports.
- Work in partnership with school district staff to ensure program alignment with district needs and volunteer requirements.

#### **Skills Needed:**

- Demonstrated leadership skills working with individuals of all ages.
- Strong organizational and communication skills, both written and verbal.
- Ability to provide critical thinking and problem-solving skills to address complex problems.
- Ability to be self-motivated and to work independently in a flexible, part-time work environment.
- Proficiency in computer skills including Google Suite, Microsoft Office (Word, Excel, PowerPoint), database management, and surveys.
- Demonstrated experience in conflict resolution, leading teams, and comfortable with public speaking.
- Experience in creating and monitoring budgets.

#### **Qualifications:**

- Bachelor's Degree or equivalent.
- Familiarity with or connections to Los Altos and Mountain View school districts a plus.
- Minimum of 3 years of relevant experience in the philanthropic sector is preferred.
- Prior experience in education or volunteering in a school environment is preferred.
- Department of Justice fingerprint clearance (facilitated by MTC).

#### **Compensation:**

Hourly rate: \$35

While benefits are not offered with this position, eligible employees will receive a PTO package.

#### **Application Process:**

Interested candidates are invited to submit their resume and a cover letter highlighting their qualifications and relevant experience to [jean@mentortutorconnection.org](mailto:jean@mentortutorconnection.org) by 10/16/23.

*MTC is an equal opportunity employer and makes employment decisions based on merit. MTC policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.*