



Position Description: Mentoring Program Manager, Asian American LEAD

Type: Full-Time, exempt

Position Start: August-September 2021

Location: Washington, District of Columbia

Area of Focus: Mentorship, Education, Youth Development

Salary & Benefits: AALEAD offers a compensation package that includes a competitive salary of \$45,000; fully paid premiums for medical, dental and vision coverage; fully paid life insurance; long- and short-term disability insurance; a 403B program; opportunities for training and development; 10 days of annual leave per year, 6 days of sick leave per year, plus all federal holidays off.

Asian American LEAD's mission is to support low-income and underserved Asian American and Pacific Islander youth with educational empowerment, identity development, and leadership opportunities through after-school, summer, and mentoring programs. For more information, please visit our web site at www.aalead.org.

The Mentoring Program Manager will be part of a team working to provide new opportunities for low-income and underserved Asian American and Pacific Islander (AAPI) youth in the DC metropolitan region. The ideal candidate will be driven, detail-oriented, and forward-looking. They will be committed to getting results in a fast-paced environment and able to lead multiple priorities simultaneously. The ideal candidate will have a proven ability to develop mutually beneficial partnerships, inspire team members to achieve positive results, and develop systems for program success. The Mentoring Program Manager will oversee the development and implementation of the Mentoring Program serving youth in AALEAD's outcome areas. The Mentoring Program Manager will use AALEAD's performance management systems to develop strategies for program delivery improvement. The Mentoring Program Manager will provide information for grant applications, track results for grants received, and manage the Mentoring Program budget. The Mentoring Program Manager reports to the Programs Director. The Mentoring Program Manager is responsible for the following duties:

Mentoring Program Development & Management (45%)

- Oversee the development and implementation of the AALEAD mentoring program
- Document, update, and revise policies and procedures for mentoring programs
- Lead the curriculum development, programmatic planning, and events of the mentoring program
- Recruit, supervise, and evaluate full-time and part-time staff to deliver quality programs
- Manage partnerships to benefit the mentoring program
- Set program budget and work with administrative staff to conduct quarterly budget check-ins
- Collect and analyze data to achieve AALEAD and grant specific goals
- Lead program quality assessment activities and continuously improve program to meet evidence-based standards of practice

Recruitment and Monitoring (40%)

- Lead recruitment, screening, training, and retention for mentors and mentees
- Develop and implement training and coaching opportunities for volunteer mentors
- Monitor mentor-mentee pairs to ensure beneficial match and youth safety
- Develop and maintain strategic partnerships with key organizations to ensure a network of support and resources for youth and families

Grants & Administrative Duties(15%)



Asian American LEAD

Youth Leadership, Empowerment, and Development

- Collaborate with development staff to ensure sustainable funding for the mentoring program
- Lead grant reporting and compliance efforts and provide information for grant applications
- Lead mentoring program grant data collection and analysis
- Meet with various program funders and advocate for programming funding
- Approve time sheets, budget proposals, and reimbursement requests for supervisees
- Other duties as assigned

Qualifications

- BA/BS in relevant field and at least two years of related work experience; OR equivalent work experience.
- Sensitivity to the needs of immigrant children and families
- Proven track record in taking initiative to lead new work and ability to manage multiple projects
- Success managing projects and budgets with attention to detail
- Superb written and verbal communication skills
- Demonstrated ability to establish and maintain trusting, collaborative partnerships
- Experience leading mentoring and/or volunteer programs strongly preferred
- Ability to work Monday-Friday schedule; flexibility to work some weekends, evenings, and holidays
- Fluency in any Asian language is strongly preferred

How to Apply

Please submit a single PDF file of your cover letter and resume to AALEAD's Programs Director, Ari Pak, at apak@aalead.org. Please type "Application for Mentoring Program Manager" in the subject line. Incomplete applications will not be considered. **Applications are due by Thursday, September 2, 2021 at 5:00PM.** Applications will be reviewed on a rolling basis and the position may be filled earlier than the closing deadline.

What else you should know

A Note On Hiring and Employment During COVID-19: AALEAD follows safety guidance of state, county, and school districts regarding social distancing and in-person operations. At this time, operations are completed through a hybrid of remote and in-person duties. The timeline for return to in-person work will be determined by the Executive Director. While working remotely, staff must have access to a reliable Internet connection, computer with audio and video, phone, and other accessories required to complete job tasks. When in-person, this position requires daily travel to program sites and intermittent travel to events and AALEAD offices.

Equal Opportunity: AALEAD is an equal opportunity employer; please read AALEAD's full [EEO Notice](#) on our website.