



Job Details			
Job Title:	Anchored Mentoring Program Coordinator	Job Category:	Health Care
Location:	Osceola, Orange, Polk	Employment type:	Full-time
Travel Required:	Yes	Starting Pay Rate:	\$31,200/annually
Position type:	Full-time (40 hours per week)	Posting:	August 2023
Applications Accepted By			
<b>Job Recruitment Sites, Fax or E-mail:</b> (407) 850-8039 or scarfincorp@gmail.com <b>Subject Line: Employment Anchored Mentoring Program Coordinator</b> <b>Attention: Human Resources Department</b>		<b>Mail:</b> SCARF Organization Inc ATTN: Human Resources Department 1220 Patrick Street Kissimmee, Florida 34741	
Job Description			
<p><b>Position Summary:</b></p> <p>We are seeking a highly organized and detail-oriented Program Coordinator to assist in the planning, implementation, and coordination of a variety of programs. The Program Coordinator will work closely with the Program Manager to ensure successful program delivery while maintaining effective communication with stakeholders. The ideal candidate will be able to manage multiple tasks and projects simultaneously and work effectively in a team environment.</p> <p><b>Position Details:</b></p> <ul style="list-style-type: none"> <li>• Ful-time with benefits</li> <li>• Morning Shift, Day Shift, Evening Shift, Weekends as needed</li> <li>• Position type: Office (50% Travel Required)</li> <li>• In-office Interview Process</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in the planning, implementation, and coordination of program activities.</li> <li>• Provide support to program managers to ensure program objectives are met on time and within budget.</li> <li>• Contact mentors and mentees at a minimum frequency of twice per month for the first month of the match and once a month thereafter.</li> <li>• Conducts a minimum of one in-person monitoring and support meeting per year with mentor, mentee, and when relevant, parent or guardian.</li> <li>• Arrange and document initial meeting between the mentor and mentee as well as, when relevant, with the parent or guardian.</li> <li>• Coordinate group matching event where prospective mentors and mentees can meet and interact with one another.</li> <li>• Conducts Closing interview with mentors, mentees, and parents</li> <li>• Track program metrics and prepare reports for program managers and stakeholders.</li> <li>• Train mentors, mentees, and parents</li> <li>• Attend and host recruitment events</li> <li>• Provide administrative support as needed.</li> </ul> <p><b>Qualifications and Education Requirements:</b></p> <p>To be eligible for the Anchored Mentoring Program Coordinator position at SCARF Organization Inc., applicant must meet the following minimum criteria:</p> <ul style="list-style-type: none"> <li>• 2+ years of experience in program coordination or project coordination.</li> <li>• Excellent organizational and time-management skills.</li> <li>• Strong attention to detail and ability to prioritize multiple tasks and projects.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Experience in coordinating events and managing logistics.</li> <li>• Proficient in Microsoft Office and project management tools.</li> </ul>			

- Ability to work effectively in a team environment.

**Additional Information:**

- Applicant must successfully pass all Pre-Employment Screenings including but not limited to a Federal II Background check, a Local Background check, a Pre-Employment Drug Screening, and applicable licenses and insurances;
- Must have a valid Driver's License and Motor Vehicle Insurance and Registration;
- Bilingual (English/Spanish) or French-Creole a bonus!

**Equal Opportunity Employer (EOE)**

SCARF Organization Inc. prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

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Print Name

Signature

Date