

### **Job Description: Mentoring Coordinator**

#### **Organization: Dream Project**

Position Type: Hybrid (Must be located in the Northern Virginia region). Contract (20 hours per month) *This role will require primarily evening and weekend hours to accommodate program activities. Preferred start date is May 19, 2025*

Salary: \$35 per hour

Reports to: Executive Director

**To apply:** Send cover letter and resume to [hr@dream-project.org](mailto:hr@dream-project.org). Applications will be evaluated on a rolling basis. Priority will be given to applications sent in by April 30.

#### **About the Dream Project**

The mission of the Dream Project is to empower students whose immigration status creates barriers to education by working with them to access and succeed in college through scholarships, mentoring, and scholar, alumni, and family support.

#### **Position Summary**

The Dream Project is seeking a dedicated and organized Program Coordinator to manage and oversee the implementation of its mentoring programs: the Summer College Ready Bootcamp, the College Track Mentoring Program, and the CTE Track Mentoring Program. The ideal candidate will have a passion for supporting students with immigration-related challenges and a commitment to fostering opportunities in education and career development.

- Dream Project & Stanford Summer College Ready Bootcamp Program  
Support virtual summer mentorship program pairing undocumented high school seniors with graduate mentors. Partnering undocumented (or formerly undocumented) Stanford graduate students with Dream Project mentees fosters opportunities for higher education, increases college acceptance rates for undocumented students, and promotes broader representation in academia. Mentees and mentors will receive small stipends for participation
- The College Track Dream Project Mentoring Program matches high school students with a volunteer mentor to work together from August to May. Mentors provide college and scholarship application guidance to students based on their immigration status and individual circumstances.
- The CTE Track Mentoring Program mentoring program will match high school students and recent CTE scholarship recipients with a volunteer mentor to work together from June to May. Mentors provide college and scholarship application guidance to students based on their immigration status and individual circumstances.

#### **Key Responsibilities**

Program Curriculum and Development:

- Design and implement the mentoring program curriculum for college ready mentoring programs, ensuring alignment with organizational goals and mentee needs.
- Design and implement the mentoring program curriculum for students interested in career technical education, ensuring alignment with organizational goals and mentee needs.
- Identify and invite speakers for required sessions

#### Mentor Coordination:

- Conduct outreach to recruit mentors ensuring diverse and skilled participation.
- Develop and deliver orientation and training sessions for mentors specifically designed to enhance mentors' skills in working with first generation immigrant students
- Provide ongoing resources and support to ensure successful relationships and program participation.
- Serve as the primary point of contact for resolving conflicts or addressing concerns.
- Match mentors and mentees based on interests, career goals, and other relevant factors to ensure effective, stable relationships.

#### Mentee Coordination:

- Conduct monthly two-hour mentor training sessions and provide ongoing guidance to mentees throughout the year.
- Communicate regularly with mentors, mentees, and families via emails, texts, and calls to ensure clarity and progress.
- Check in on mentees and mentors to assess satisfaction, address concerns, and enhance rapport.

#### Event Planning and Coordination:

- Plan special mentoring sessions, including leadership and academic workshops in collaboration with colleges and universities.
- Coordinate transportation and secure necessary permissions for off-site sessions and events.

#### Monitoring and Evaluation

- Administer annual surveys at the program's end to assess effectiveness and gather feedback from mentors and mentees.
- Monitor student attendance and follow up with mentees who have unexpected absences.
- Maintain accurate records of contact information for all students, parents, and mentors.
- Track mentorship progress and maintain accurate records.

#### Education:

- Bachelor's degree in Education, Case Management, Social Work, or a related field. Equivalent experience may be considered.

Experience and Competencies:

- 2+ years of experience in program coordination, education, counseling, mentorship, training, facilitation, or related fields.
- Familiarity with Zoom and Google Drive
- Experience in designing and delivering training sessions or workshops is a plus.
- Strong organizational and project management skills.
- Excellent interpersonal and communication abilities.
- Ability to build relationships and engage with diverse groups of people.
- Familiarity with Google Drive and Google documents