



Job Title	Education Coordinator
Classification	Exempt; Full-Time
Location	Hybrid (in Person and Remote)
Reports To	Director of Training and Program Development

The Mentoring Partnership of Southwestern Pennsylvania (TMP) serves as the lead resource for mentoring in Western PA. We advance mentoring and provide technical assistance and training to more than 150 local mentoring programs and thousands of mentors. We work to ignite community involvement, strengthen programs, and empower all youth to succeed in life.

Position Summary The Education Coordinator will lead efforts to increase the number of schools implementing the Relationship Centered Schools framework. Successful candidates for this position will cultivate meaningful relationships with school administrators, mentoring programs and others to ensure that high-quality connections are built and maintained between young people and caring adults in schools throughout Western PA.

Responsibilities

- Complete benchmark survey of local districts to determine current level of mentoring and opportunities for growth.
- Lead the Relationship Centered Schools initiative in coordination with MENTOR National and education partners.
- Oversee data collection and evaluation practices; provide data, outcomes and narratives needed to support reporting and program growth.
- Develop and implement a recruitment strategy to secure school engagement.
- Provide guidance to complete the Landscape Analysis and Design Lab steps; co-create an action plan with school partner(s). Serve as an accountability partner to support the action plan.
- Monitor, contribute and evaluate organizational impact of strong connections established as a result of the implementation of Relationship Centered Schools.
- Develop and customize materials and assist with marketing and promotional efforts to meet the project deliverables.
- Audit RCS process and present recommendations to improve and further integrate into existing programs/services.
- Deliver exceptional training and technical assistance based on the Elements of Effective Practice for Mentoring.
- Support the work of the Program Team to meet the strategic goals of TMP, with the emphasis on quality and adherence to best practices and the enhanced relationships with other youth program providers.

Education & Experience: Bachelor’s Degree required; Minimum of 3 years program development, program management, training, consulting or comparable/transferable skills acquired in a professional setting.

Successful Candidates will be collaborators who demonstrate creative and critical thinking. They will be resourceful servant leaders with exceptional attention to detail, the ability to work with/through others, strong project management skills and the ability to develop effective and innovative solutions to achieve TMP’s organizational objectives. Experience with K-12 educational settings is a plus.

Requirements

- Ability to establish and maintain collaborative relationships with different stakeholder groups including school district officials, nonprofit leaders, and mentoring professionals.
- Demonstrated ability to work independently with a successful track record of taking a concept from idea to implementation.
- Excellent written and verbal communication skills.
- Broad knowledge and experience in education/schools, mentoring and youth development.
- Proficiency with data management and technology applications, previous experience with Salesforce and Microsoft Office Suite is a plus.
- Strong organization and analytical skills needed to oversee successful implementation of program initiatives.
- Commitment to DEI and ensuring that’s implemented in the delivery of services.
- Ability to work flexible hours, including remote & in-person, some evening and weekend obligations.
- Valid drivers license with reliable transportation.
- All clearances required by law for individuals working with children and in schools.

Working Conditions: Position regularly requires standing, sitting, lifting up to 25 lbs., walking and driving. This is a full-time position with Monday-Friday flexible schedule. Occasional evenings/weekends

Compensation and Benefits: Starting salary \$45-\$50K. Benefits include health and dental insurance, paid PTO time off and professional development opportunities.

To Apply Please submit a resume with cover letter, and at least (3) references, to resumes@mentoringpittsburgh.org.