



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144  
FAX: (773) 722-1434 [www.breakthrough.org](http://www.breakthrough.org)

**Career Opportunity:**

**Title:** Mentoring Coordinator

**FLSA:** Exempt; Full-Time

**Location:** Breakthrough-FamilyPlex 3219 W. Carroll Avenue Chicago, IL 60624

**Position Summary:**

The Mentoring Coordinator (YMC) will coordinate group and one on one mentoring programs for Garfield Park youth grades 7<sup>th</sup>-college.

Responsibilities will include but not be limited to:

- Coordinate 4 weekly, year-round, group mentoring groups for 7<sup>th</sup>-8<sup>th</sup> girls, 7<sup>th</sup>-8<sup>th</sup> boys, 9<sup>th</sup>-10<sup>th</sup> girls, and 9<sup>th</sup>-10<sup>th</sup> boys.
- Create and/or source culturally relevant curriculum for group mentoring program.
- Recruit up to 60 youth participants for group mentoring program.
- Work with the Volunteer Engagement team to recruit and train volunteer mentors.
- Coordinate youth stipends for participation
- Coordinate food for mentoring programs
- Guarantee accurate records for funders through CitySpan and Salesforce databases.
- Participate in DFSS city-wide mentoring cohort.
- Recruit and train individual, professional mentors for college and career young adults.
- Appropriately pair college and career young adults with professional mentors.
- Collaborate with sports, arts and tech, and other BYN programs to provide balanced youth programming on a by-case basis.

**Educational/Experience Requirements:**

Bachelor's Degree in social work, education, or related social service field.

Related lived experience is valued; minimum of 2 years of related experience.

Some experience working with urban teens.

Candidate should possess working knowledge of Microsoft Word, Excel, and Powerpoint.

**Compensation/Benefits:**

We offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

**To Apply:**

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: H.R. 402 N. St. Louis Avenue Chicago, IL 60624

E: [mcurry@breakthrough.org](mailto:mcurry@breakthrough.org)

Fax: (773) 722-1434



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All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis. Demonstrating the mission and vision of Breakthrough Urban Ministries, the Youth Mentoring Coordinator (YMC) will coordinate group and one-on-one mentoring programs for Garfield Park youth grades 7<sup>th</sup>-college.