

Job Title: eMentors Program Associate

Organization Description:

[BestPrep](#) is a Minnesota nonprofit on a mission to prepare students with business, career, and financial literacy skills through hands-on experiences that inspire success in work and life. BestPrep's programs connect students with the professional world to bridge the gap between classroom learning and skills utilized in the workplace. Our vision is a world where all students are ready and equipped for their future.

BestPrep thrives on relationships. Our mission is achieved through relationship-building, student-centered decision-making, adaptability, and inclusivity. Our team members are committed to open communication, collaboration, reliability, and a spirit of service.

BestPrep believes:

- the expertise of educators should influence our work at every level
- experiential learning opportunities enhance the educational environment
- that utilizing the skills and expertise of volunteers is essential to accomplishing our mission
- in the power of connecting business and education by creating meaningful partnerships with companies, schools, and community groups
- students should be given the opportunity to show up as their authentic selves and supports the rights and inclusion of BIPOC communities and LGBTQIA+ communities
- there are many paths to success and students should be empowered to define success for themselves

Position Description:

The eMentors Program Associate is primarily responsible for running connections in our eMentors program. This program connects high school students with mentors from a local company for an 8-week mostly virtual mentorship experience. The eMentors Program Associate works closely with external partners (teachers, companies, and volunteer mentors) managing the behind-the-scenes details and organization so our partners can participate with ease.

Compensation: \$630 per connection/\$21 per hour (Associate will run 9-12 connections per school year)

Responsibilities:

- Serve as a liaison between company coordinator, volunteers, and educators
- Support educators by providing materials and other assistance as they facilitate the program in their classes
- Support company coordinators as they promote the program and recruit volunteers
- Plan and facilitate an event for students and mentors to meet at a variety of locations
- Maintain and update the eMentors Salesforce database
- Provide weekly reporting and follow-ups as needed to ensure consistent student/mentor communication
- Collect and review survey results from volunteers, coordinators, teachers, and students
- Compile and share results from each connection
- Attend monthly virtual eMentors staff meetings (\$21 per hour)
- Option to staff BestPrep special events i.e., annual fundraisers, annual awards luncheon, etc. (\$21 per hour)

Qualifications:

- Customer service-oriented with a high level of professionalism
- Ability to work independently and see projects to completion
- Excellent communication skills (written, speaking, and presentation skills)
- Responsible, organized, high attention to detail
- Proficient with Microsoft Office (Word, Excel, Outlook)
- Necessary setup to work from home (reliable high-speed internet and quiet location for video conferencing and phone calls)
- Reliable transportation with the ability to travel to professional events and meetings
- Experience working in a non-profit, education setting, or experience in volunteer management preferred
- Post-secondary degree or equivalent 2+ years post-secondary work experience in a related field preferred
- Familiarity with Salesforce or other CRM databases is a plus

Terms of Employment:

The Associate will manage 9-12 eMentors connections per school year. Each connection takes approx. 30 hours to administer over 10-12 weeks. The schedule is flexible and can be set by the Associate, but they can expect to work ~10 hours a week during the school year.

The Associate is paid per connection they manage at a rate of \$630 per connection. Any work unrelated to managing a connection (i.e., training, staff meetings, BestPrep events) the Associate will be paid \$21 per hour.

The Associate will primarily work remotely. They will attend initial training and occasional meetings at the BestPrep office in Brooklyn Park. They will facilitate some in-person meetings and events in the Twin Cities area.

This is a temporary position from September–early June with the option to renew the following school year.

How to Apply:

Please send your resume, cover letter, and three references to Julie Anderson janderson@bestprep.org. No phone calls, please. Applications will be considered as they are received.