



## Mentoring Coordinator

### Position Overview

The Alliance of Moms and the Alliance for Children's Rights seek a Mentoring Coordinator to develop and coordinate a mentorship program serving pregnant and parenting foster teens in Los Angeles, and provide administrative support to the Alliance of Moms, an auxiliary membership-based volunteer organization of the Alliance for Children's Rights.

We are seeking a candidate who is well organized and detailed oriented, a strong communicator (both written and verbal), a self-starter and proactive thinker. The candidate will also be knowledgeable and passionate about the vulnerabilities of this population, and understanding of the needs of both the youth and the volunteers. Part or full time will be considered.

### About the Alliance of Moms (AOM)

Founded by five L.A. moms in 2014, the Alliance of Moms is a membership-based auxiliary group that supports the work of the Alliance for Children's Rights. AOM's mission is to mobilize a community of volunteers that values and fights for our children in foster care.

### About the Alliance for Children's Rights (Alliance)

The Alliance for Children's Rights is a private nonprofit 501(c)(3) organization dedicated to protecting impoverished, neglected and abused children and youth throughout Los Angeles County by securing the services and support they need to thrive. Since 1992, its legal and social work professionals, together with hundreds of pro bono attorneys and community volunteers, have worked to expedite foster care adoptions, secure access to healthcare, obtain vital educational services, and help transition-age foster youth achieve self-sufficiency. The Alliance also works statewide to reform and improve child welfare practices and to remove the many barriers foster children face.

### Responsibilities

Program and volunteer responsibilities include, but are not limited to:

- Help develop AOM mentoring program for pregnant and parenting foster teens
- Identify and connect resources available to mentors/mentees within Alliance programs
- Identify resources available to mentors/mentees outside of the Alliance
- Point person for mentors/mentees
- Matching between mentors/mentees
- Coordinate mentor/mentee training and logistics
- Document and help resolve any challenges or incidents that may arise with mentors/mentees
- Coordinates 1x per month Saturday trainings/meetings
- Maintain files and correspondence on mentor matches and other program services and referrals
- Coordinate other volunteer opportunities for AOM members

Administrative responsibilities include, but are not limited to:

- AOM member communication
- Monthly accounting (basic reports, coordinating the submission of expenses and reimbursements, etc.)
- Events (manage AOM RSVPs, assist with volunteer coordination, manage post event deliverables including donor letters)

- Website management through Nation Builder (general NB management including website, member details, membership renewal, etc.)
- Social Media (track articles, legislation, foster care stories)
- Archive (organize AOM templates, letters, etc.)
- Calendar (coordinate master calendar with AOM, the Alliance and foster related events)
- Research potential foundations and grants which can support AOM/Alliance programs

### **Qualifications**

Successful candidates will have a Bachelor's degree, strong verbal and written communication and interpersonal skills, excellent organizational ability and attention to detail. Prior experience working with at-risk youth is desired and an ability to be responsive and attentive to volunteers is a must.

### **Application Process**

Salary is commensurate with experience. Benefits include generous health, dental, and life insurance plans, as well as vacation and sick leave policies. **Resumes will be reviewed upon receipt and well-qualified applicants will be invited to interview. Please send your cover letter and resume (no calls, please) via email to [yasmine@allianceofmoms.org](mailto:yasmine@allianceofmoms.org).**

### **Equal Opportunity**

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.