



**\*\*\* JOB ANNOUNCEMENT \*\*\***

<b>Job Title:</b>	<b>School Based Mentoring Program Coordinator</b>
<b>Company Information:</b>	Partners Mentoring Youth is a non-profit agency that creates & supports one-to-one mentoring relationships between positive adult role models & youth facing challenges in their personal, social & academic lives.
<b>General Job Description:</b>	The SBM Program Coordinator is responsible for creating and supporting School Based Mentoring (SBM) matches between youth and adult volunteers. Coordinator is also responsible for maintaining effective working relationships with school liaisons at specified school sites. This is a full-time non-exempt position with benefits; wage based upon experience.
<b>Minimum Requirements:</b>	Degree in Human Service Related Field and a relevant experience working in youth development. Volunteer management experience preferred. Computer skills are essential, including proficiency in Microsoft Office.
<b>Desired Requirements:</b>	Demonstrated skills in volunteer management, organization, and effective oral and written communications; bi-lingual preferred.
<b>Deadline:</b>	03/24/2014, 5:00 PM
<b>Submit Cover Letter &amp; Resume to:</b>	<a href="mailto:jobs@partnersmentoringyouth.org">jobs@partnersmentoringyouth.org</a> - OR - Partners Mentoring Youth Attn: Human Resources 530 S. College Ave., Unit 1 Fort Collins, CO 80524  NO CALLS OR WALK-INS PLEASE