



EQUAL CHANCE FOR EDUCATION
where dreams meet opportunity for scholars in Tennessee

Job Title: Mentor Coordinator

Location: Middle Tennessee (Hybrid)

Organization: Equal Chance for Education (ECE)

Reports to: Executive Director

Job Type: Full-Time, Hourly

About Us:

Equal Chance for Education (ECE) is a nonprofit organization dedicated to providing scholarships and mentoring support to non-FAFSA eligible youth in Tennessee. We believe in the power of education and community to change lives and create opportunities for those who need it most.

Position Summary:

ECE is seeking a dedicated and organized Mentor Coordinator to join our team. This role will be instrumental in the successful execution of our community and peer mentoring programs, which are vital components of our support system for scholarship recipients. The Mentor Coordinator will be responsible for recruiting mentors, pairing them with mentees, and ensuring the ongoing success of these relationships.

Key Responsibilities:

- **Recruitment:** Identify, outreach, and recruit qualified community members and upperclass students to serve as mentors in our programs.
 - **Pairing:** Thoughtfully match mentors with mentees based on their interests, goals, and needs.
 - **Support & Execution:** Provide ongoing support to mentors and mentees throughout the mentoring relationship, ensuring engagement and success. Organize and facilitate mentoring events, workshops, and activities.
 - **Program Evaluation:** Monitor and assess the effectiveness of mentoring relationships and make adjustments as needed to improve outcomes.
 - **Communication:** Serve as the primary point of contact for mentors and mentees, providing guidance, resources, and troubleshooting any issues that arise.
 - **Collaboration:** Work closely with the Program Director and other team members to align mentoring activities with the broader goals of ECE.
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Qualifications:

- **Education & Experience:**
 - Bachelor's degree in education, social work, nonprofit management, or a related field is preferred, but relevant experience may be considered in lieu of a degree.
 - Experience in mentoring, education, youth development, or nonprofit work is highly desirable.
- **Skills & Competencies:**
 - Strong organizational skills with the ability to manage multiple tasks and projects simultaneously.
 - Excellent communication and interpersonal skills, with the ability to build strong relationships with a diverse range of individuals.
 - Ability to work independently and as part of a team in a hybrid work environment.
 - Proficient in using technology for communication, data management, and reporting.
- **Personal Attributes:**
 - A commitment to the mission and values of ECE.
 - Empathy and understanding of the unique challenges faced by undocumented youth.
 - A proactive, solution-oriented mindset.

Benefits:

- Flexible work schedule (year-round or academic year).
- Opportunities for professional development.
- Being part of a passionate team dedicated to making a difference in the lives of young people.

How to Apply:

Interested candidates should send a resume and cover letter to raquel@ecetn.org with the subject line "Mentor Coordinator Application."

Equal Chance for Education is an equal-opportunity employer and encourages applicants from all backgrounds to apply.