

## Job description: CalVIP Project Coordinator

**FLSA Status:** Temporary, Full-time, Non-exempt (hourly wage)

**Starting Wage:** \$21.50

**Hours:** Flexible schedule options

**Reports to:** Program Director

**In-Office/Remote:** Flexible hybrid in-office/remote work schedule

**Travel:** Some local travel required

### Job Summary

The CalVIP Project Coordinator position is responsible for the support and implementation of the project within the Program Department and the organization. This position will provide for a full complement of job duties from project management, facilitation of on-going training for grant participants, data collection, to forming new community-based organization partnerships, while serving as an ambassador for BBBS of SDC.

This position is supported by the California Violence Intervention and Prevention (CalVIP) program, a grant from the California Board of State and Community Corrections (BSCC), with a focus on Community Mentoring in specific, underserved communities throughout San Diego County. The role requires excellent organizational skills, time management, and the ability to communicate effectively across a variety of audiences. Experience working with youth servicing organizations and government funded projects, a plus.

This is a full-time, temporary, non-exempt(hourly wage) position with a term starting from the time of hire through December 31, 2025. The Agency reserves the right to extend the status of this position after the term ending December 31, 2025.

### Big Brothers Big Sisters of San Diego County

Since 1961, Big Brothers Big Sisters of San Diego (BBBS of SDC) has matched caring adult volunteers (Bigs) with children (Littles), ages 7-18 (transitional support up to age 21), nurturing them through long-term mentoring relationships. We utilize this proven mentoring model to target a range of youth who are struggling and show the most promise to positively responding to a mentoring relationship.

***The BBBS Mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is for all youth to achieve their full potential.***

Big Brothers Big Sisters of San Diego County believes that justice, diversity, equity, and inclusion (JEDI) are essential parts of our mission to defend potential for youth in our community. We strive to embrace true representation in our brand, diversity of people and perspectives, and inclusion in all areas of our organization so we can make a generational impact on our community through life-changing friendships.

Big Brothers Big Sisters of San Diego County is an Equal Employment Opportunity employer and considers all applicants for employment without regard to race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with state and federal law.

## California Violence Intervention & Prevention (CalVIP)

BBBS of SDC intends to expand our current evidence-based mentorship model to reach more youth in the communities disproportionately impacted by violence. In targeting distinct neighborhoods where social determinants and local violent crimes rates both strongly suggest youth are at risk to violence exposure, victimization, and perpetration, this project will allow us to further prove the BBBS mentorship model as a valid violence intervention strategy.

We anticipate serving 383 unique youth who closely fit the demographic for the project's objective and confidently believe the result of pairing these youth with a trained and supported volunteer mentor will create profound, long-lasting, and positive change. The objectives of the BBBS of SDC CalVIP grant are:

- To increase existing work within San Diego communities where youth who are at the highest risk of perpetrating or being victimized by violence reside.
- To serve & support 383 high-risk youth through an evidence-based mentorship model that involves a one-to-one match with a volunteer Big and intensive case-management support for the family.
- To improve behavioral, social, familial, and academic measures of youth involved with this project through continued mentorship support from BBBS San Diego and volunteer Bigs

## Job Responsibilities

- Provide overall project management to achieve the objectives of the CalVIP funding as described above
- Track deliverables on a regular basis, ensuring compliance with grant and departmental requirements
- Ensure all program operations and/or functions assigned meet local and national standards
- Achieve 229+ new matches over the 3-year funding term, and support/maintain the 154 existing matches within the CalVIP target communities
- Maintain and facilitate partnership with the San Diego DA's Office, our partner in CalVIP
- Work with new and existing government and Community-Based Organization (CBO) partners to identify matches and assess community needs
- Expand the Agency's network of community leaders and CBO partners
- Ensure the completion of 3-month match Strength of Relationship Surveys and quality control per BBBS standards
- Manage outside Evaluation Consultant, and perform program evaluation and data collection among youth, families, and volunteers
- Provide/coordinate volunteer training and resources to support high-risk youth and associated challenges
- Work with the Program Director on the creation of a program plan
- Exercise a high degree of collaboration with other service delivery staff to ensure smooth transition among functions
- Assist with the agency's administrative, marketing, and fundraising efforts as directed
- Assist with the production of National and/or local agency or agency sponsored events as directed
- Attend and participate in National and/or local agency or agency sponsored events as directed.
- Other duties as directed

### Job Qualifications

- Bachelor's degree or equivalent experience required in social services, human services, or related field.
- Grant management experience preferred.
- Proficiency in MS Office suite of apps, including Word, Excel, and PowerPoint.

### Required Skills and Abilities

- Excellent relational assessment skills
- Verbal and written communication skills that reflect solid customer service
- Ability to form appropriate assessment-based relationships
- Relate well in multicultural environments
- Maintain confidentiality throughout daily operations
- Effectively collaborate with other volunteer match staff
- Use time effectively and focus on details
- Ability to collect meaningful data and draw solid conclusions

### Physical Demands

- Ability to sit in meetings for long periods of time.
- Ability to work effectively using a personal computer for long periods of time.
- Ability to lift 20 lbs.

***The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change to meet the needs of the organization.***