Cabot Mentoring seeking the next program coordinator

The Cabot Mentoring Advisory Board is seeking a candidate for the position of program coordinator. The goal of Cabot Mentoring is to guide youth through the tricky business of growing up, create lasting intergenerational friendships, and strengthen the Cabot community. Coordinating this program is challenging, rewarding, and important work!

The ideal candidate will enjoy working with youth and adults, and be comfortable with basic computer skills including email, Google sheets/docs, social media, and website maintenance. They will also have the ability to work independently, excellent organizational skills, and solid writing ability.

Program coordinator tasks include supporting existing matches, recruiting youth and volunteer mentors, establishing new matches, publicizing the Cabot Mentoring program and mentoring generally, assisting in fundraising, keeping accurate and confidential records, reviewing and updating program materials, reporting to and working with the Cabot Mentoring Advisory Board, and professional development.

The new program coordinator will have training and support from the exiting program coordinator. Position averages 5-10 hrs/week during pandemic, and 15 hrs/week post-pandemic. Pay rate dependent on experience. Please send resume and cover letter to: cabotmentoring@gmail.com . Questions may also be directed to this email. Priority given to applications received by March 6.

*A note from exiting coordinator Susie Socks:* I’ve enjoyed working for the Cabot Mentoring program the past 3 years. I’ve gained a deep appreciation for the importance of, and continued need for mentoring in our community. To the youth, families, and volunteer mentors & Advisory Board members; I am grateful for your participation, time, and energy…Cabot is a better community because of the your presence in the mentoring program. Thank you all!