



## **Marion County Children's Alliance Job Profile – Project Specialist**

The SKIP program offers mentoring, tutoring, and teen gun, and gang violence prevention services to support at-risk youth in our community under a DJJ prevention grant. We host free community engagement events and Town Hall Barbershop talks. Our goal is to provide these services to divert youth from entering the Juvenile Justice System or reoffending.

### **Job purpose**

The Project Specialist will work alongside the Project Coordinator to promote the program's mission, achieve long and short-term goals and objectives, expand resources and maintain quality and effectiveness in all activities, and services. It is the Project Specialist's overall job to oversee the mentors, as well as plan family engagement events, and Town Hall Barbershop talks in our community.

### **Essential Functions and Job duties:**

- Oversee program policy and procedures of mentors
- Review all monthly mentor paperwork in a timely manner
- Communicate with School board personnel and community members in understanding the mentoring program goals and objectives and enlist their support and involvement
- Work with Project Coordinator to create weekly mentoring topics and activities
- Work with the Project Coordinator to plan family engagement events and attend
- Plan and attend quarterly barbershop talks
- Attend all Monthly Marion County Children's Alliance meetings and other meetings related to the program
- Work with the Mentor Specialist on program planning for the Teen Gun and Gang Violence prevention service component
- Complete all trainings and workshops as needed for the program
- Complete all monthly paperwork in a timely manner
- Mentor youth individually or in small group

### **Skills and Experience**

- This position will be filled by someone with a high school diploma or GED, at least four years' experience working with youth, and pass a level 2 background.

### **Salary**

- \$44,721.96, mileage reimbursement, and cell phone stipend.

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