

MENTORING PROGRAM MANAGER (Consultant)-100 BMLA

The Position

The Mentoring Program Manager will be a critical member of 100 Black Men of Los Angeles's (100 BMLA) efforts to anchor its male mentoring program. Serving as staff of 100 BMLA, the Mentoring Program Manager will be responsible for the following:

- **Planning events for the 100 BMLA mentoring program;**
- **Developing the academic, mentoring and parent involvement component of the mentoring program;**
- **Recruit male mentors from 100 BMLA membership, fraternal organizations and civic organization;**
- **Develop marketing collaterals for the mentoring program;**
- **Coordinate on-site mentoring sessions at Audubon Middle School;**
- **Make presentations to the 100 BMLA Board of Directors**
- **Continue the working relationship with Audubon Middle School;**
- **Establish an internal audit system for grants and private funding; and**
- **Facilitate training for mentors.**

The Ideal Candidate

The successful candidate will be highly organized, detailed oriented and a self starter. This multifaceted position requires the ability to grasp overall objectives and develop program strategies to achieve identified objectives as determined by 100 BMLA.

The ideal candidate will also meet the following requirements:

- **A bachelor's degree from an accredited university;**
- **Ability to project and plan workload at lease one year in advance;**
- **Flexibility to manage competing interests and demands;**
- **Strong interpersonal skills;**
- **Ability to work with AMS staff and 100 BMLA staff and board of directors;**
- **Ability to quickly develop understanding and trust of others;**
- **Excellent verbal and written skills ; and**
- **Practical knowledge of MS Word, Excel and Access.**

Compensation and Benefits

Starting Salary: Up to \$40,000, to \$45,000 DOQ.

Recruitment/Decision Schedule

Recruitment for the Mentoring Program Manager will be on-going until the position is filled. The 100 BMLA anticipates completing the recruitment process at the earliest opportunity.

Application Procedures

Please submit a cover letter, resume and salary history by mail or facsimile to following address or fax number:

**100 BMLA
Attention: Education Committee Chair
3701 Stocker Street
Los Angeles, CA 90008
(323) 294-7474**