



Position Title: Match & Enrollment Specialist Intern

Reports to: Intern Director

Status: Part-time, Unpaid, Temporary, Non-Exempt

Location: 800 Howe Ave #440, Sacramento, CA

Essential Job Function: The Match & Enrollment Specialist Intern position will provide support to both the Community Based mentoring program, assisting where support is needed in the various service delivery model areas: Customer Relations, Enrollment & Match, and Match Support.

The Match & Enrollment Specialist Intern will assist with implementing screening procedures that match Bigs with Littles, and once matched, provide coaching, feedback, and support to Bigs, Littles, and families as they navigate building a relationship.

The Match & Enrollment Specialist Intern position will work in our Community Based mentoring program and will interface with many partners including adult volunteers, Littles, parents of Littles, as well as community and school liaisons.

Job Duties:

- Ensure that all volunteers and families receive an engaging, positive, and personalized response promoting BBBS GSA programs.
- Develop partnerships with local schools and workplaces, to develop a pipeline of Bigs and Littles to be matched in mentoring relationships.
- Design and implement recruitment strategies for volunteers.
- Implement volunteer screening procedures and conduct prospective volunteer interviews to determine eligibility.
- Complete enrollment interviews with Littles, in their home setting, or at school, depending on program involvement.
- “Match” Bigs with Littles and provide introductions to all parties.
- Continuously assess for child safety in match relationships.
- Provide coaching and supervision to a caseload of Bigs and Littles via a rigorous schedule of phone and in-person contact.
- Other duties as assigned.

Skills and Abilities

- Excellent oral and written communication and interpersonal skills
- Ability to use time effectively and to focus on details
- Performance-driven mind-set
- Customer service orientation
- Experience working with people from diverse cultures
- Ability to juggle tasks and set priorities
- Ability to effectively collaborate with other staff.

Qualification and Requirements

- Must be enrolled in an accredited college program studying social work, human services, psychology, education, criminal justice or other related field.
- Must have access to a car and valid driver's license.

Please submit your resume and cover letter to Deirdra Bradley at deirdra@bbbs-sac.org for consideration.