



235 North Madison Street | Allentown PA 18102  
[www.communitybikeworks.org](http://www.communitybikeworks.org) | 610-434-1140

## COMMUNITY BIKE WORKS IS HIRING: MENTORING COORDINATOR

Community Bike Works, a thriving youth development organization, seeks a Mentoring Coordinator. The coordinator will be primarily responsible for designing, implementing, and evaluating Community Bike Works' new deep mentoring program. The coordinator will both coordinate and provide one-on-one, long-term mentoring for 24-36 Bike Works students, ensuring they each have the resources they need to help them graduate from high school—college, career, and community-ready.

Specifically, the Mentoring Coordinator will:

- Develop program policies and outreach materials.
- Recruit student and family participants from Community Bike Works' bike mentoring programs.
- Recruit and support volunteer mentors.
- Meet regularly with students to develop and track goals.
- Offer small group mentoring opportunities for students.
- Work with other Community Bike Works staff to engage students in our range of programs. Help lead efforts to develop a Community Bike Works youth advisory council.
- Build and maintain relationships with partners including the Allentown School District.
- Connect students and families to additional community services and resources.
- Track and evaluate the program and student outcomes, including a goal of 100% high school graduation rate for participating students.

**QUALIFICATIONS.** The ideal candidate will have:

- An academic background or two years' relevant work experience in social work, counseling, or a related human services field.
- An understanding of best practices in mentoring, and the ability to build relationships with middle and high school students in order to help them learn and succeed.
- An understanding of racial and economic justice, and the ability to help students and families navigate systems while advocating for change.
- The ability to work independently and with colleagues, and the initiative, creative thinking, and flexibility to build a new program that meets the needs of students, families and the organization.
- Successful completion of child abuse clearances.
- Driver's license and clean driving record.

Fluency in Spanish is preferred. Comfort on a bike is preferred.

Community Bike Works is an equal opportunity and affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

**HOURS & SALARY.** The Mentoring Coordinator will generally work from 1:30-5:30 pm Monday through Friday, with the possibility of additional evening or weekend hours. Salary range \$15-\$18/ hour. This is a grant-funded project, with funding for one year with the possibility of renewal for a second year.

**TO APPLY.** Please send a resume and cover letter to [kim@communitybikeworks.org](mailto:kim@communitybikeworks.org).

*Community Bike Works teaches life lessons through bicycles to the young people of Allentown and the Lehigh Valley who could benefit most.*