

<p><b>Position Title</b></p> <p style="text-align: center;"><b>Graduate Program Specialist</b></p>	<p><b>Overtime/FSLA Classification:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Exempt  <input checked="" type="checkbox"/> Non-Exempt  <input type="checkbox"/> Contractor         </p>
<p><b>Department:</b></p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Programs  <input type="checkbox"/> Development/Marketing  <input type="checkbox"/> Finance  <input type="checkbox"/> Administration         </p>	<p><b>Location:</b> BBBS Miami</p> <p style="text-align: center;">550 NW 42<sup>nd</sup> Avenue Miami, FL 33126</p>
<p><b>Reports To:</b> Director of Continuing Education</p>	<p><b>Number of People Supervised:</b> none</p>

**HIRING COMPANY DESCRIPTION**

**Big Brothers Big Sisters (BBBS) of Miami** is an award-winning\* innovative organization that ignites the potential within each and every child and advocates for them to explore the endless possibilities of what they can accomplish. Since 1958, BBBS of Miami has been South Florida's premier mentoring organization, defending the potential of future leaders in the community by matching at-risk youth (Littles) with committed adult mentors (Bigs). These relationships – strategically matched based on Littles' needs and Bigs' backgrounds and skills, as well as common interests, aspirations, and personalities – empower Littles to achieve their full potential and become productive members of the community. BBBS Miami has been recognized as an "evidence-based model" of mentoring by the Office of Juvenile Justice & Delinquency Prevention.

**\*Awards and Recognition in past five years:** BBBS of America Large Agency of the Year (2020), BBBS of America Pinnacle Award (2020, 2019), BBBS of America Gold Standard (2020, 2019, 2018), Take Stock in Children of Florida Gold Standard (2020, 2019, 2018), BBBS of America Quality Achievement Award (2017, 2016). Mentoring & Community Empowerment Award (100 Black Men of America, Inc.); NOVO Award for Program Innovation: School to Work Program (Greater Miami Chamber of Commerce).

**HIRING COMPANY VISION**

All youth achieve their full potential.

**HIRING COMPANY MISSION**

Create and support one-on-one mentoring relationships that ignite the power and promise of youth

**POSITION PURPOSE**

*(What is the overall role this position will have in the agency?)*

The Graduate Program Specialist is responsible for holding and supporting a caseload of graduate program matches, including but not limited to data input and planning of Cont. Education program activities and providing status updates on graduate matches. He/ She will report to the VP of Continuing Education Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Daily Activities, in priority order)**

Responsible for maintaining and supporting a caseload of BBBS Graduate program matches

Assist in the growth and support of the Graduate Program, including increasing match enrollment and developing Graduate Program workshops that build college readiness and career skills in students.

Assist all newly enrolled Graduate Program matches in the development and achievement of match goals for post-secondary efforts and career placement.

Assist the Continuing Education team in making sure the Cont. Education college prep and scholarship info presentation is facilitated at every School To Work site

Responsible for ensuring that Five Millers Scholarship application is provided at every STW site and to every Little in the community program who is a senior in high school

Work collaboratively with Program and Continuing Education teams to leverage and maximize community resources that can assist our Littles in achieving post-secondary education.

Track BBBS Littles who are approaching high school graduation and encourage matches to continue active BBBS enrolment within the Graduate Program

Assist VP of Continuing Education programs in collecting outcomes data

Responsible for submitting one alumni match story a month to the development department and helping to maintain the alumni database

Perform other related duties as assigned by VP of Continuing Education programs and President/CEO.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**

*Support program staff at Impact Activities*

**Education Level:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

- \_\_\_ High School Diploma  
 \_\_x\_ Post-Secondary (some college, Associate degree)  
 \_\_\_ Bachelors  
 \_\_\_ Graduate Degree

Bilingual in Spanish and/or Creole is required and/or a plus.

**Related Experience  
(minimum & preferred related work experience necessary perform this job successfully)**

- Strong knowledge of the college admissions process and post-secondary opportunities a must
- Excellent Computer skills including Excel and Word
- Excellent people skills and data inputskills.
- Attention to detail
- Strong work ethic
- Passion for helping break the cycle of poverty through higher education

**TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)**

<5%

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS  
(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

Routine office environment with flexible work hours to meet customer needs.

<b>Physical Demand</b>	<b>DESCRIPTION</b>
Stationary Position	Must be able to remain in a stationary position at least 50% of the time
Traverse	Must be able to move about the inside of the office
Communicate	Must be able to exchange accurate communication
Operate	Must be able to operate office productivity machinery (i.e. computer, copier, etc.)
Lift	Must be able to lift office equipment up to 25 pounds

### ***Equal Employment Opportunity***

BBBS of Miami provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability, or any other federal, state or local protected class.

### ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

### ***Commitment to Diversity, Equity and Inclusion***

BBBS of Miami values diversity and inclusiveness in the workplace, including with respect to the Agency Board, staff, and volunteers. The Agency has set a goal to build a diverse, high-performing workforce based on the Agency's core values and has set forth a set of written commitments, outlined in the Personnel Policy Handbook, in accordance with this goal.

### ***Job Responsibilities***

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS of Miami may change the specific job duties with or without prior notice based on the needs of the organization.

### ***Background Clearance***

BBBS of Miami, mandatory complete FDLE background clearance on all employees pre-employment and tri-annually thereafter. The Agency adheres to all applicable Federal, State and Local Laws regulating the use of backgrounds for the purpose of employment, along with the Standards of Big Brothers Big Sisters of America.

### ***Drug-Free Workplace***

Big Brothers Big Sisters is committed to being a drug-free employer. Although some State/Local Laws permit the use and possession of marijuana for both medical purposes and recreational use, Federal Law does not. Where the State Law and Federal Law differs, Big Brothers Big Sisters of Miami will typically comply with Federal Law and that is our position regarding marijuana. Following Federal Law, in the absence of State/Local Law to the contrary, Big Brothers Big Sister of Miami considers marijuana to be an illegal drug for the purposes of our policies. Therefore, the legalization of marijuana does not affect Big Brothers Big Sisters of Miami rights to enforce our drug and alcohol policies, including our drug testing policies. Testing positive for marijuana may result in disciplinary action, up to and including termination of your employment.

### ***Disclaimer***

This job description has been designed to indicate the general nature and level of work performed by employees within this classification; it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**JOB DESCRIPTION**

ACKNOWLEDGEMENTS	
<b>Creation Date:</b>	<b>Revision Date:</b>
<b>Supervisor: I have approved this job description and reviewed with my employee</b>	
Signature:	Date:
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Human Resources:</b>	
Signature:	Date: