



## **Parent Mentor Coordinator Job Description**

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**IAC Mission:** The Indo-American Center (IAC) was established as a community based, 501(c)(3) non-profit organization in 1990 by a group of Indian immigrants seeking to respond to the needs of their fellow growing South Asian immigrant population. Located on Devon Ave, at the heart of "Little India" in the West Ridge neighborhood of Chicago, IAC is deeply rooted in the community it serves. IAC connects clients to resources and opportunities that improve their individual community and quality of life through direct service, outreach, education, access, and advocacy. IAC operates six core programs: public benefits connections, immigration legal services and citizenship, adult education and literacy, health literacy and education, a seniors' program, and civic engagement and community organizing.

**Job Summary:** We are hiring two parent mentor coordinators. The parent mentor coordinator (PMC) will be the point person for the Parent Mentors (PM) at Mosaic School of Fine Arts or DeWitt Clinton Elementary. The PMC will supervise, support, and mentor the Parent Mentors. **They will be required to be in the schools at least 3 days a week to support parents.** They will coordinate with school staff and administration to ensure parent mentors are able to create a positive impact in the classroom and be leaders in their schools and communities. Alongside the Education Department Manager, the PMC will work to strengthen relationships with community members and partners in meaningful initiatives related to the personal and professional development of the Parent Mentors.

**Status:** Part-Time, 20 hours per week, Non-exempt

**Reports to:** Education Department Manager

**Pay Rate:** \$20/hr

### **JOB DESCRIPTION/RESPONSIBILITIES:**

Leadership: Relationship Development and Communication

- Active participation in monthly IAC staff meetings and team meetings.
- Assisting in the recruitment of parent mentors for the school's cohort.
- Facilitating individual meetings ("one-on-ones") with teachers, parent mentors, and community organization personnel.
- Providing attentive listening and valuable support to parent mentors, nurturing their classroom experiences and cohort involvement.
- Guiding and empowering parent mentors to achieve their personal objectives.
- Cultivating connections with school parents beyond the parent mentor cohort.
- Establishing constructive relationships with elected officials.
- Skillfully resolving conflicts as they emerge.

- Engaging in local parent mentor team meetings to foster collaboration.
- Conducting regular updates with the school principal.
- Active participation in monthly statewide parent mentor partner meetings.
- Organizing meetings or workshops with teachers, with a minimum expectation of an introductory session.

#### Academic Achievement: Day-to-day Program Management

- Collaborating with community organization and school staff to strategize and plan weekly PMP workshops.
- Ensuring the consistent presence of parent mentors in their designated classrooms and verifying timesheets for accuracy and completion.
- Monitoring and ensuring the attendance of parent mentors at the weekly workshops.
- Planning and leading weekly local workshops.
- Establishing open lines of communication with teachers in cases of parent mentor absence.
- Proactively engaging with absent parent mentors to understand their situation, provide support, and offer problem-solving assistance.
- Soliciting feedback from teachers regarding the performance of parent mentors.

#### Organization: Administrative Responsibilities

- Maintaining up-to-date and secure parent mentor files within the school or organization's premises.
- Authorizing parent mentor timesheets in adherence to established protocols.
- Overseeing the processing of check requests for parent mentor stipends.
- Keeping record of weekly parent mentor check-ins
- Furnishing necessary information to the parent mentor organizer for monthly ISBE reporting.
- Completing monthly reports on the Smartsheet Database
- Facilitating the administration of surveys for both parent mentors and teachers.

#### Action: Strategy and Coordination

- Devising plans for at least one "parent-led event" that actively involves a minimum of 20 additional school parents.
- Collaborating on the organization and coordination of various school and community initiatives as determined by parent mentors.
- Collaborating with the organizer to raise awareness about the Parent Mentor Program, utilizing strategies such as media outreach, visits to legislators, meetings with school district officials, and more.

### **REQUIREMENTS:**

- Commitment to social justice and working with parents and immigrant communities.
- Effective communication and organizing skills (both community and administrative); i.e., strong writing, research, and presentation skills.
- Highly motivated, dedicated, self-starter, and detail oriented.
- Must have a flexible schedule. This position may require evening and some weekend hours.

- Bilingual
- Previous experience with the Parent Mentor Program is a plus
- Computer literacy skills (Google and Office Suites preferred).

**Working Conditions/Demands:** Local travel involved. Ability to transport 15-20 lbs of outreach material. Ability to work flexible hours, including on evenings and weekends.

IAC is an equal opportunity employer. **Please forward resume, cover letter, and list of three professional references. Please specify the school you're interested in working with in your cover letter. Interested applicants should submit to: Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org)**

Applications will be reviewed on a rolling basis.

Deadline for submission: open until filled