

**Outreach and Match Support Specialist  
Big Brothers Big Sisters of Helena and Great Falls**

Big Brothers Big Sisters of Helena and Great Falls seeks an enthusiastic and passionate professional to join us as a part-time Outreach and Match Support Specialist in Great Falls! The Outreach and Match Support Specialist is a multifaceted role charged with brand ambassadorship, volunteer and youth recruitment, program enrollment, support of mentoring relationships, and development of activities for matches. This position will assist in coordinating and operating school-based mentoring programs in Great Falls. High-level customer service is a must to ensure safe and positive relationships between the Agency, families, children, volunteer mentors, and Agency partners.

The mission of Big Brothers Big Sisters is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

A career with Big Brothers Big Sisters is an opportunity to merge your talents and personal values with your desire to make a difference. Every day, we are changing the perspectives of children and enabling them to see the world around them in a more positive light. Our success is a result of committed and inspired employees, volunteers, and families working together to make a lasting impact on local youth, schools, and communities.

**Necessary Skills and Experience**

- Bachelor's degree from an accredited college or university in education, social work or a related field.
- Ability to work courteously, collaboratively, and respectfully with all BBBS stakeholders, including staff, volunteer mentors, children/families served, and agency partners.
- Comfort in training, monitoring, and supporting high school and elementary students in a classroom setting.
- Excellent verbal and written communication, planning, and organizational skills.
- Willing and able to work irregular hours and have a flexible work schedule.
- Knowledge of Microsoft Office applications and the ability to quickly adapt to new applications.
- Must provide own transportation and hold a valid driver's license and proof of vehicle insurance.
- Satisfactory criminal background check and driving records.
- Familiarity with the Great Falls community and classroom management is preferred.

A typical day in this position may include:

- Promoting awareness of BBBS programs and opportunities to local businesses, organizations, schools, and other potential partners;
- Interviewing and assessing volunteers and youth enrolling into BBBS programs;
- Contacting volunteers and families via telephone to provide coaching and support;

- Monitoring high school Buddies matches in-person at local schools;
- Maintaining professional and confidential documentation;
- Coordinating match activities; and
- Assisting with fundraising events.

**Benefits**

- Retirement
- Holidays
- Staff Incentive Plan
- Staff Development
- Flexible Schedule

This is a part-time position with 20 to 25 hours per week. There is a flexible schedule with occasional evenings and weekends required.

Job Type: Part-time

Pay: From \$16.00 per hour

This position will remain open until filled. Applications will be reviewed on a rolling basis. Candidates can apply for this position by emailing a cover letter, resume, and references to [mike@bbbs-helena.org](mailto:mike@bbbs-helena.org)