



Take Stock in Children Mentor Coordinator & Database Specialist

The Education Foundation of Alachua County

Position reports directly to:	TSIC Program Director
Primary Work Location:	Office at Horizon Campus
Overtime eligibility status:	Overtime-eligible
Hourly rate	\$21 to \$22
Status:	Full Time Position

Organization Description

The Education Foundation of Alachua County is a 501(c)(3) nonprofit organization located in Gainesville, Florida. Our mission is to invest in the future of Alachua County Public School students. We work closely with the Alachua County Public School District to develop and implement programs that meet the needs of students and teachers.

The Foundation supports three primary initiatives:

- **Take Stock in Children (TSIC)** – A scholarship and mentoring program serving low-income, academically qualified students.
- **Senior Scholarship Program** – A college scholarship program open to all graduating seniors in Alachua County.
- **Teacher Professional Development** – Including Catalyst for Change grants, the Collaborative Classroom Project, and support of district professional development initiatives.

This position will work specifically for The Education Foundation of Alachua County’s Take Stock in Children program, which has a mission to break the cycle of poverty for low-income, academically qualified students by providing them with opportunities for a postsecondary education. Comprehensive services include direct student support assistance and college and career success coaching for youth across Florida. Students are recruited in middle and early high school and sign a contract to receive comprehensive support through graduation. They benefit from weekly meetings with a volunteer adult mentor, professional college success and career coaching, and promise to remain drug and crime free and maintain high attendance and grades. In exchange, students receive a postsecondary scholarship to mitigate the financial barrier to higher education.

Position Overview

The Take Stock in Children Mentor Coordinator & Database Specialist plays a vital dual role in program success by:

1. Leading all mentor recruitment, onboarding, training, matching, monitoring, and retention efforts.
2. Managing student and mentor data systems, ensuring accurate reporting and compliance with state and grant requirements.
3. Supporting student recruitment, onboarding, and college readiness programming.
4. Assisting with marketing, communications, and community outreach efforts that strengthen the Take Stock program's visibility and engagement.

This position works closely with the TSIC Program Director, College Success Coaches, Executive Director, and Foundation staff to ensure strong mentor/mentee relationships, accurate reporting, and effective program delivery.

Primary Responsibilities

Mentor Recruitment & Management

- Develop and execute a comprehensive mentor recruitment plan.
 - Build partnerships with schools, businesses, faith-based organizations, and community groups to expand mentor pipelines.
 - Represent the Foundation at community events to promote Take Stock in Children.
 - Process mentor applications, screening, and background checks in compliance with state requirements.
 - Match mentors and students within the required program timelines.
 - Ensure mentors meet weekly one-hour session requirements and report sessions accurately.
 - Monitor mentor participation and proactively resolve issues.
 - Provide comprehensive mentor training (initial and ongoing).
 - Create topic-specific trainings and resources as needed.
 - Plan and execute mentor appreciation, recognition, and retention initiatives.
 - Maintain consistent communication with mentors via phone, email, newsletters, and surveys.
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Student Recruitment & Program Support

- Assist with student recruitment, application processing, and onboarding, including contract signing events.

- Support college readiness workshops (FAFSA, SAT/ACT prep, financial aid, college applications, etc.), especially with group mentoring sessions.
 - Collaborate with College Success Coaches and school liaisons to ensure successful mentor/mentee relationships.
 - Serve as a resource for students, parents, mentors, and community members regarding scholarship opportunities.
 - Support planning of Leadership Council meetings and related reporting.
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Database & Reporting Management

- Enter, maintain, and quality-check all required data for students, mentors, alumni, scholarships, and events in HopeForce and Education Foundation tracking systems.
- Track key performance indicators (KPIs), including:
 - Mentor recruitment and retention
 - Student participation
 - Session frequency

Upload and report the required data to the Take Stock in Children State Office.

- Generate reports for leadership, board, and grant compliance.
 - Ensure accurate documentation for audits and grant reporting.
 - Assist with mailings, newsletters, and administrative reporting tasks.
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Program Marketing & Communications Support

- Collaborate with the TSIC Program Director and Assistant Director of Events
 - Social media content creation
 - Website updates and management
 - Public relations and press releases
 - Marketing campaigns
 - Develop recruitment and program collateral (rack cards, flyers, annual report content, etc.).
 - Assist with donor stewardship communications as needed
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Core Qualifications

- Bachelor's Degree required (or equivalent experience).
 - Minimum two years of experience in nonprofit programs, volunteer coordination, database management, or related field.
 - Strong passion for helping break the cycle of poverty through education.
 - Experience recruiting and managing volunteers preferred.
 - Strong database and data management skills.
 - Proficiency in Microsoft Office, Google Suite, and CRM/database systems.
 - Experience with Salesforce, Canva, Constant Contact, and social media platforms preferred.
 - Strong written and verbal communication skills.
 - Highly organized and detail-oriented.
 - Ability to manage multiple priorities in a fast-paced environment.
 - Ability to analyze data and generate performance reports.
 - Strong interpersonal skills and ability to work with diverse populations.
 - Reliable transportation and flexibility to attend occasional evening or weekend events.
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Employment Requirements

- Successful completion of background screening.
- Proof of employment eligibility.
- Proof of education credentials.
- Registered sex offenders or individuals convicted of felony crimes are prohibited from employment with Take Stock in Children.
- Two completed reference forms required.

Work Environment:

This position works in school, office, and community environments and requires occasional travel to meetings, trainings, and events. Extended periods of sitting and standing may be required.