



JOB DESCRIPTION

Position Title: Big Futures Coordinator

Classification: Non-Exempt

Employment Term: Full-Time

Department: Program

Reports To: Director of Special Programs

Purpose

As our Big Futures Coordinator, you'll play a pivotal role in transforming the futures of young adults aged 14-24 by facilitating our innovative Big Futures Program. This position combines direct service delivery, relationship building, and community engagement to prepare participants for post-secondary success. You'll work with a diverse caseload of matched and unmatched young adults, providing comprehensive support that bridges the gap between mentorship and career readiness. You'll have the opportunity to design engaging programming, facilitate meaningful workshops, and build lasting partnerships that open doors for participants. This role is perfect for the professional passionate about youth development who thrives in a collaborative, mission-driven environment.

Primary Duties and Responsibilities

- Design and facilitate dynamic programming for young adults, emphasizing active engagement and empowering participant voice, decision-making, and leadership throughout all sessions
- Conduct comprehensive enrollments and assessments, including orientations, interviews, and safety education while providing coaching to Match Support Specialists working with transitioning youth
- Provide ongoing match support and relationship management, focusing on child safety, relationship development, and positive youth outcomes according to BBBS Standards
- Manage data collection and quality assurance, maintaining accurate records, utilizing outcome evaluations, and ensuring compliance with safety and risk management protocols
- Build strategic community partnerships by identifying partnership opportunities, promoting volunteer re-engagement, and supporting fundraising efforts to expand program reach
- Deliver impactful public presentations to funding sources, volunteer groups, and community organizations while representing the agency's mission and values
- Collaborate cross-functionally with service delivery staff to ensure smooth transitions and maintain high-quality program standards

General Responsibilities

- Attend required meetings and events as scheduled.
- Establish and promote positive communication among all BBBSGC team members to increase collaboration and reduce inefficiencies.
- Always represent BBBSGC in a professional manner, providing courteous service to both internal and external constituents and presenting a positive image of the organization.

- Abide by BBBSGC policies and practices.
- Participate in continuing education programs as requested.
- Complete other duties as assigned.

Evaluation of Performance

Performance will be evaluated based on meeting the requirements of this job description; achieving performance metrics and quality indicators established for the position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Greater Cincinnati.

Required Qualifications

- Bachelor's Degree from an accredited college or university, or equivalent experience working in a nonprofit or school setting
- Experience working with teens or young adults from diverse backgrounds
- Valid driver's license with minimum state-required automobile insurance
- Strong relationship-building and communication skills across diverse populations
- Able to pass a background checks including National Sex Offender Registry, Criminal History, and driving record check
- Proficiency with Microsoft Office and standard office equipment

Preferred Qualifications

- Experience developing and leading workforce development or post-secondary planning programs.
- Experience developing partnerships with schools, employers or community organizations
- Public speaking and group facilitation experience
- Bilingual communication abilities

Physical Demands / Work Environment

- Travel approximately 20% of the time to meet agency needs, attend conferences, meetings, or visit homes and places of employment (generally within Greater Cincinnati).

Compensation and Benefits

- Starting salary: \$50,000 annually
- Award-Winning Workplace – We're proud to be named one of the *2025 Cincinnati Business Courier's Best Places to Work!* This recognition reflects our commitment to building a positive, inclusive, and engaging environment where every team member can thrive and make a real impact.
- Flexibility That Works for You – We believe great work happens when people have balance. Our flexible approach helps you succeed both at work and in life.
- Competitive Pay + Bonus Potential – We offer a competitive salary along with a 2–6% year-end bonus opportunity, rewarding the impact you make throughout the year.
- Time to Recharge – With nearly 10 weeks of paid time off each year (including vacation, sick time, and holidays), you'll have the time you need to rest, reset, and bring your best energy to the mission.
- Comprehensive Benefits – We generously cover a portion of health, dental, vision, and retirement plans designed to support your well-being now and in the future.
- Purpose-Driven Culture – Join a passionate, supportive team that's deeply committed to growth, balance, and making a lasting difference in the community.

Acknowledgements

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Supervisor: I have reviewed this job description with my employee.

Signature: _____ Date: _____