



**STATE OF NEVADA
DEPARTMENT OF EDUCATION
Announces the Recruitment for:
Nevada Advisory Commission on Mentoring (NACM)
COMMISSION COORDINATOR FOR MENTORSHIP PROGRAMS– Las Vegas, NV
Temporary Position
June 7, 2019**

Applications are being accepted for this position within NDE's Office of Student and School Supports. **This is a non-state position which will be hired through a temporary employment agency.** This is a temporary position funded through state funding for up to 24 months. The Commission Coordinator will report to the Education Programs Supervisor of the Office of Student and School Supports.

RECRUITMENT: Open until filled.

Interested candidates are encouraged to apply as soon as possible. This is a temporary position that will end December 31, 2019. There is a potential for this position to continue post-2019, pending funding.

SALARY: Starting at \$22.00 up to \$28.00 per hour determined by skill level.

OVERVIEW: The [Nevada Advisory Commission on Mentoring](#) (NACM) Coordinator will work directly with the Nevada Department of Education and at the will of the Board of Commissions to fully support the needs of the Commission to include agenda setting, meeting postings, community building, oversee grant applications and research (see details below).

WORK HOURS: Varying up to 40 hours per week based on needs of the Commission as identified by the State.

START DATE: Immediately.

WORKPLACE LOCATION: The hired candidate will work in the Office of Student and School Supports at the Nevada Department of Education. The workplace location may shift according to directions from the Commission.

THE COMMISSION COORDINATOR WILL BE REQUIRED TO:

- Coordinate meetings of NACM to ensure quorum and periodic meetings to align with statutory requirements; oversee NACM operations to ensure current bylaws and membership



- Work with community partners to assess current mentoring organizations and opportunities; define gaps in services; promote opportunities for volunteer mentors in areas of need; provide report to the NACM
- Develop memorandums of understanding with community partners to support mentoring opportunities and growth for review and approval by the NACM
- Work with the State Grants Office, Department of Education, community partners, and others to identify funding opportunities; track and report on the grants and funding opportunities to the NACM.
- Provide updates as a standing agenda item to NACM on matters of importance relating to mentoring and mentorship programs in this state.
- Research and summarize model guidelines and parameters for new and existing mentorship programs for review by the NACM.
- Research model financial plans for providing for the sustainability and financial stability of existing mentorship programs and summarize model guidelines and parameters for new and existing mentorship programs for review by the NACM.
- Research model protocols for the management of mentors, mentees and matches under existing mentorship programs for review by the NACM.
- Identify funding opportunities to create grants to support local mentoring programs; work with the Department of Education to oversee a competitive bid process for application and awarding of the funds; report to the NACM on funding and ongoing evaluation of the funded programs.
- Draft for the NACM the report outlining the activities and recommendations of the NACM no later than January 15th for their review and approval by the NACM. Submit final report by February 1st to the Governor; and the Director of the Legislative Counsel Bureau for transmittal to the Legislature or to the Legislative Commission.
- Complete other duties as assigned and as necessary related to the functions of the NACM.

POSITION QUALIFICATIONS:

- I. Education:** Bachelor's degree or Associate's degrees with superior work experience accepted.
- II. Preferred Professional Experience:** A candidate with experience in project management, non-profit or community-based outreach and basic accounting or grant knowledge is preferred. Candidates should feel confident in public speaking and presentation situations.
- III. Required Skills:**



- Demonstration of a professional level of verbal and written skills
- Expertise with technology and computers, online platforms, multi-media formats and tools (e.g. GoToMeeting, Smartsheet, Google Docs, etc.)
- Demonstration of a professional level of organizational skills
- Strong skills in working in a collaborative workplace with teams
- Strong writing skills
- Effective interpersonal workplace skills
- A proficient use of office software (e.g. Microsoft Suite)
- Demonstrated success in participation and/or facilitation of professional meetings and trainings

SELECTION PROCESS: To be considered for this role applicants must submit:

1. Cover letter explaining interest and qualifications, no more than one (1) page
2. Resume

Materials will be screened through a committee process. Those candidates deemed to be the most qualified will be invited to interview. (Please note that after the interview process, each candidate may be asked to provide a writing sample based on a provided prompt.)

SUBMIT YOUR MATERIALS VIA EMAIL DIRECTLY TO:

Rose Cota
Mentoring Commission Administrative Assistant
Nevada Department of Education
rcota@doe.nv.gov

NOTE:

- State trainings (e.g., Information Security Awareness, etc.) may be required (no cost to candidate).
- Reimbursed travel is required for this position.