

Assistant Manager job description



Location: Remote (anywhere in the U.S.) or, if preferred, our Pittsburgh office

Start Date: Immediately

33 hrs/week: flexible schedule

Pay: \$21.50/hr, eligible for health benefits, retirement benefits, and 20 paid days off

Connecting Champions is a nonprofit that asks kids & young adults with cancer, “What do you want to be when you grow up?” and connects them with a local mentor for the cancer journey. Based in Pittsburgh, we now serve participants in 23 cities across the United States through our in-person and virtual programming.

Job Description:

The Assistant Manager will serve as a key member of our leadership team, help build internal systems, work directly with our kids and young adults, fill in for coworkers, and find mentors nationwide. This coworker will work in tandem with the Senior Program Manager in all aspects of the program as Connecting Champions continues to expand across the country.

This coworker has three core roles:

(1) Assisting the leadership team (20 hours)

- This coworker will assist the Senior Program Manager in everything he does and is creating. They will help develop our Best Practices and Policies and Procedures manuals; solve complex problems; support program staff; assist in hiring and training; fill in for our Senior Program Manager and program staff; and keep the program and its systems extremely organized. They will join many leadership team meetings about strategy, expansion, fundraising, management and program development.

(2) Directly serving the kids and young adults in Connecting Champions (8 hours)

- This coworker will create virtual friendships for participants across the country. By scheduling mentor-mentee visits, facilitating ongoing virtual friendships, maintaining relationships with families and mentors, this coworker will help kids and young adults with cancer pursue their passions. This coworker must be present on all video calls, which range from once per week to once per month, with check-in calls in-between. As an example, for a participant interested in cosmetology, we sent her a mannequin and she learns a new beauty technique each week over videochat with her mentor.

(3) Finding mentors for all participants (5 hours)

- This coworker will find mentors for all Connecting Champions participants in whatever field they want to pursue when they grow up. Whether a traveling barber, zoologist, or ghost hunter, our mentors come from over 60 fields and dozens of cities. The Mentor Finder is tasked at creatively finding, cold contacting, and onboarding mentors.

The Assistant Manager position is 33 hours/week. The weekly schedule can be chosen by the employee, as long as half of the hours are between 10am-6pm ET M-F with a few Saturday morning hours for mentee-mentor videocalls. Work can be done anywhere in the U.S. This coworker reports to the Senior Program Manager and work regularly with the Executive Director and program staff.

Requirements:

Minimum Bachelor's with 5+ years of work experience, background in helping people

- Comfort with vast majority of working hours being spent videochatting with participants, mentors, and coworkers
- Talented problem-solving and internet search skills
- Experience with kids and young adults
- Comfort with vulnerable populations
- Stable internet connection
- Ability to pivot from task to task throughout the day
- Confidence with cold-calling
- Excellence keeping things organized + time management
- Comfort with Google Suite (gmail, docs, drive, etc.)
- Background succeeding both independently & in teams
- Ability to pass background checks
- COVID-19 vaccine, all requested clearances/background checks, and I9 verification.

Connecting Champions values a team and culture of diversity. We do not discriminate on the basis of race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, genetics, or military status in any of its activities or operations.

Apply at...
ConnectingChampions.org/jobs
Jobs@ConnectingChampions.org