

Position Title: Program Events & Partnership Specialist	Classification: Non-Exempt	Date last revised: June 2026
Department: Mentoring Programs	Supervises: N/A	
Reports To: Program Events and Partnership Manager		

Purpose

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.

Big Brothers Big Sisters of Central Indiana serves more than 1,000 youth and young adults annually ages 8 - 25 in Hamilton, Johnson, and Marion Counties. We partner with parents/caregivers, volunteers, schools, and the donors in our community to defend, ignite, and empower the potential of every child we serve.

Purpose of function: To build strong, enduring relationships that result in positive youth outcomes and fulfilling volunteer experiences through intentional opportunities, events/activities, and communication.

Purpose of role: To support matches through the creation, communication and implementation of intentional activities and events to promote positive youth development and support match satisfaction and retention.

Commitment to Core Values of Access, Belonging, & Opportunity

The Core Values of the Big Brothers Big Sisters network are Access, Belonging, & Opportunity. At Big Brothers Big Sisters of Central Indiana, we harness the power of our mission to connect people in relationships that celebrate and affirm who they are, foster a sense of belonging, and enable opportunities and experiences to empower their potential. All staff are expected to demonstrate commitment to the Core Values through their everyday work and learning.

Key Competencies

To excel in this role, the candidate will likely bring the following:

- *Participant Engagement & Event Facilitation:* Demonstrated ability to design, coordinate, and host engaging, age-appropriate events and activities for youth. Strong skills in communication, collaboration, and group facilitation, with a focus on creating inclusive,

safe, and inspiring environments that encourage participation, creativity, and personal development.

- *Adaptable & Attentive:* Ability to handle multiple projects while maintaining strong attention to detail.
- *Partnership Formation & Community-Building:* An ability to work in the community to build relationships and meet constituents where they live, work, and thrive (in their homes, office, community centers, etc.).
- *Proactive & Prepared:* Excellent organizational and time-management skills.
- *Quick Learner & Self-Starter:* A self-motivated, flexible, and hard-working approach.
- *Confident:* Strong decision-making, problem-solving, and communication skills.
- *Technology Proficient:* An ability to use multiple technology platforms to communicate effectively and produce high-quality written content.
- *Empathetic, Informed, & Culturally Responsive:* An ability to exercise the following skills: Trauma-Informed, Strengths-Based, Positive Youth Development, and Cultural Humility.

Key Duties

Program Activities and Events:

- Plan, organize, and lead dynamic match events and programs that foster engagement, creativity, and community, ensuring activities are age-appropriate and aligned with agency goals, while managing pre- and post-event logistics including communications and reminders, vendor/supply coordination (e.g., food, activity), event setup, and follow-up activities such as attendance tracking, feedback collection, and program evaluation.
- Oversee ticket distribution and coordination.
- Ensure sponsor recognition at match events.
- Maintain real-time, accurate documentation of department metrics, including participant data, event and ticket tracking, and budget expenses to support reporting, accountability, and decision-making.
- Assist with growing and maintaining the Discount Partner Program comprised of partners that offer ongoing discounts for matches, Families, or Bigs.
- Assist with growing and maintaining a portfolio of Program Partners to support.
- Lead strategy and execution to enhance BBBSCI's College & Career readiness (Big Futures) programming for teens, aligning initiatives with agency priorities to expand youth opportunities and partnerships, increase participation, and improve overall program impact and outcomes.

The Big App: Manage Administration and Maintain and Grow Content

- Drive a cohesive in-app experience by aligning and posting content, activities, and communication strategies with participant needs and agency goals.
- Ensure Big App user data and content accuracy. Enter and remove current Staff and Program Participants into The Big App.
- Build new content into The Big App to increase activities and ensure they are aligned with program demographics and Thriving Indicators.
- Work with the entire Mentoring Programs Team to ensure program participants are fully utilizing The Big App.

- Work with supervisor to ensure enrollment efficiency, as new agencies are brought into The Big App, as requested.

Program Communications:

- Lead creation and dissemination of event descriptions and registration content across platforms (e.g., Eventbrite and other communication tools), ensuring clarity, consistency, and strong participant engagement.
- Create and distribute the monthly Program Events Calendar.
- Partner closely with the Mentoring Programs team to ensure timely, accurate sharing of activity and event information while increasing staff awareness to drive strong participation rates.
- Collect and share photos and event information with the Marketing and Communications team to support BBBSCI marketing content.

Program Expectations:

- Ensure accurate and timely documentation in database according to BBBS Standards and Agency policies & procedures.
- Ensure high-level expertise in applying youth safety and well-being knowledge, policies, and procedures throughout all aspects of job function.
- Assess and respond to individual training, information, and support needs for youth, parents/caregivers, and volunteers to ensure we provide a positive, developmental, and satisfying experience.
- Work with strategically identified external partners (i.e., Schools, community centers, corporations, etc.) to build relationships for volunteer inquiries, youth referrals, and family resources.
- Staff recruitment booths/tables, match activities and agency events as requested.
- Regularly share stories of program participants.
- Maintain customer service at levels exceeding expectations of our partners, volunteers, parents, and youth.
- Be an ambassador for BBBSCI by representing BBBS professionally, identifying and seizing opportunities to recruit volunteers, and furthering its mission.

General:

- Maintain timesheet and budget documents, including invoices and other expenses, and submit through proper channels promptly.
- Participate and engage in continued staff learning and discussions.
- Attend required meetings and events as scheduled.
- Establish and promote positive communication among all team members of BBBSCI to increase collaboration and reduce inefficiencies.
- Always represent BBBSCI professionally, providing courteous service to internal and external constituents and presenting a positive image of BBBSCI.
- Abide by BBBSCI policies and practices.
- Complete other duties as assigned.

Evaluation of Performance

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

Experience, education, degrees, and licenses

Minimum requirements:

- High School Diploma, bachelor's degree preferred.
- Previous work experience in youth programming, event planning and facilitation, preferred.
- Ability to demonstrate strong written communication skills with attention to detail.
- Must be able to work proficiently with agency database, computers and other office equipment.
- Participation in continuing education programs as requested.

Physical demands/Work environment

- Must be willing to work evenings and weekends based on planned events.
- Expected weekly travel throughout the Central Indiana service area to meet the needs of clients and matches.
- Overnight travel potential 0-1% yearly for conferences.
- Must have reliable transportation. Drivers of privately-owned vehicles must have valid driver's license and meet state required automobile insurance minimums.
- Must be able to meet eligibility requirements in a background check consisting of National Sex Offender, Criminal History and Motor Vehicle Registry and verified through fingerprinting.

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:  _____

Human Resources:

Signature: _____

Date:  _____