



Arise Creations Mentor

Updated Mar 2021

Following the model of New Life Centers, "*life together makes a difference*," Arise Creations is a program that believes that walking alongside the girls in our community can change the direction of our youth. Since 2009, the program has served middle and high school youth in the neighborhood of Humboldt Park on Chicago's west side.

Arise Creations is a youth-fueled, creative business that seeks to empower, encourage and educate youth through the vehicles of entrepreneurship and discipleship [mentorship]. Our hope is to see the youth achieve these goals through creating and selling handmade jewelry. Each one of the youth that enter the program learn, create and sell their pieces, equipping them with job skills while giving them a safe space to express themselves and grow. Each day the girls are equipped and empowered to be agents of change in their community. In addition to this, participants also engage in community craft fairs, home parties, and sell at other events and venues.

Position Summary:

New Life Centers is seeking a Full-Time Mentor to work with our Arise Creations program. This position is 40 hours/week and will primarily take place at our Humboldt Park location. The Arise Creations Mentor is responsible for facilitating Arise classes. This includes lesson planning, facilitating, and assisting with selling events for 5th-12th graders. The Arise mentor will also be responsible for assisting with some media and marketing that may include photography, video, writing and promotions. They will demonstrate a commitment to servant-leadership, teamwork, and excellence as well as to the mission of New Life Centers of Chicagoland and Arise Creations.

Role and Responsibilities:

- Classroom Prep and Clean Up
- Development and implementation of faith-based/business lessons connected to jewelry making
- Maintain a consistent program schedule
- Encourage a platform for youth voice and choice in programming and event decisions
- Lead progress for target product/business goals
- Contribute to product line conversations and engage youth in the product line development process
- Communicate with leadership proactively to address program situations needing additional support
- Maintain a caseload of approximately 6-10 youth
- Assuring a safe learning environment
- Submitting all daily attendance and intake paperwork as requested
- Dispersing youth stipends to youth as scheduled
- Helping other Arise team members with various studio and event tasks
- Assist with preparations for events
- Cooperate with all NLC Directors and staff
- Reinforce New Life Centers' values in student's interactions with one another
- Apply New Life Centers' procedures and policies
- Work with program leadership to report goals and data
- Participate in weekly meetings and all required staff meetings as they occur

Qualifications:

- One year minimum experience working in the human services field in a capacity that involves direct services to at-risk youth
- Mentoring experience or similar experience
- Cross-cultural competency
- Knowledge of the challenges and needs of at-risk youth



- Proficient in Microsoft Word and Excel. Must be willing to be trained in systems/databases.
 - Experience working with jewelry a plus but not required. Must be willing to be trained
 - Business experience a plus but not required
 - Must keep confidentiality of records and participant personal information
 - Ability to establish and maintain effective working relationships with others
 - Ability to communicate effectively both written and verbally
 - Ability to travel locally with youth
 - Minimum High School Diploma or GED
 - Bilingual in Spanish/English preferred but not necessary
 - Valid Illinois Driver's license, insurance, good driving record; subject to driving background check
 - Access to a vehicle necessary
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- Other Qualifications include but are not limited to:
 - An understanding of basic business skills
 - A balance between being independent and self-motivated, as well as being able to work cooperatively and collaboratively.
 - Bachelor's degree in education or business preferred but not necessary
 - Must complete the Mandated Reporter training and complete a background check

How to Apply:

Please submit the following materials to Victoria App at victoriaa@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information. A minimum of two professional. (Please include email and phone info.)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include "Arise Creations FT Mentor" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.