



## **Influence Mentoring Society Mentoring Coordinator**

### **Job Description**

#### **Overview**

Influence Mentoring Society's ("Influence Mentoring") Mentoring Coordinator will be a passionate, supportive and empathetic person who is process-driven, with a strong work ethic. The Mentoring Coordinator will report directly to the Executive Director of Influence Mentoring, and will be responsible for coordinating all aspects of the Protégé/Mentor relationship within the Influence Mentoring Program ("Program").

#### **Key Responsibilities**

##### *General*

- Support Influence Mentoring strategic initiatives including Recruitment and Engagement Bootcamps; Orientations, etc. of Protégés and Mentors.
- Establish and maintain effective relationships with key contacts at Academic Partners (post-secondary learning institutions); Employer (and professional association) Partners; and community organizations, to build and maintain effective referral pipelines.
- Support the development and delivery of webinars and workshops for Protégés and Mentors, as needed.

##### *Mentoring Partnership Coordination*

- Review incoming communications of interest in the Mentoring Program and applications for registration, from potential Protégés and Mentors (whether by the Program's online platform, e-mail, phone, etc.); connect by e-mail, telephone and/or virtual media to provide information on the Influence Mentoring program and/or assistance in the application process.
- Assess each application for both eligibility and suitability for the Mentoring Program.
- Follow-up with potential Protégés and Mentors, where required, to complete application, request further information (including Police Check for Mentors).
- Approve or deny application and communicate decision with the candidate as may be appropriate in the circumstances.
- Review Protégé's application details (including SMART Goals) to match with suitable Mentor
- Engage with Mentor base to match suitable Mentor with Protégé and communicate matching with the matched mentoring pair.

- Arrange for appropriate Orientation of the matched mentoring pair(s), whether in small group cohort format or in individual pairs.
- Provide on-going support including check-ins and assessments at regular intervals with Protégés and Mentors (such check-ins and assessments as indicated from time to time in the Mentoring Program).
- Support Protégés and Mentors in problem-solving potential concerns/issues to ensure successful outcomes.
- Provide resources to Protégés and Mentors as needed to support their mentoring partnerships.
- Complete final assessments at the conclusion of all mentorships.
- Support the development and delivery of concluding sharing circle session with Protégés and Mentors.

#### *Supporting Academic Partners*

- Connect with the respective Academic Partner Support personnel to manage the Protégé and Mentors related that specific Academic Partners.
- Provide the support services as set forth in the Train the Trainer manual for Academic Partners.

#### *Post-Mentoring Support*

- Review the results and learnings of the check-ins, assessments and sharing circle sessions and share same with (i) the Protégés and Mentors (as may be appropriate); (ii) the Influence Mentoring team; and (iii) where applicable, the Academic Partner Support.
- Provide further guidance to Protégés and Mentors, as needed.
- Support Protégés and Mentors in discussing and recording outcomes and observations in the Program's online platform.

#### *Data Collection and Reporting*

- Ensure all relevant Protégé and Mentor information has been properly entered in the Program's online platform.
- Provide the Influence Mentoring team with appropriate reports on activities, outcomes and opportunities as may be requested from time to time.

## **Core Competencies**

In addition to a relevant post-secondary degree (or a combination of applicable experience, knowledge, and education), the successful candidate will demonstrate the following core competencies and experience:

- Passion for supporting Indigenous students.
- Expertise in Indigenous culture and ways of knowing.
- Experience and success working with Indigenous communities and Indigenous students. Fluency in an Indigenous language would be an asset.
- Relevant and demonstrable experience in project coordination, with a track record of successful delivery and implementation.
- Knowledge of mentoring philosophies and approaches and experience with mentoring programs.

- Demonstrated ability to build strong relationships and drive engagement with a wide range of stakeholders, with particular focus on Indigenous youth.
- Strong leadership potential, with formal or informal experience preferred.
- Strong written and verbal communications skills, including aptitude for public speaking, building and delivering presentations to funders and facilitating large group sessions.
- Proficiency coordinating individuals and groups through virtual platforms (i.e., WebEx, Zoom, Microsoft Teams, Skype, etc.).
- Experience in fundraising and grant writing, preferably in the not-for-profit sector.
- Excellent administration and organizational skills.
- Experience working with media and social media platforms.
- Proficiency with word processing, spreadsheets and databases, including a strong working knowledge of Microsoft Office Professional (Word, Excel, Outlook and PowerPoint).
- Willingness to grow with the organization as well as the willingness to take on additional responsibilities that may be added from time to time to the position.