



## **Mentorship Coordinator/Program Support**

### **Career Advancement and Mentorship Program (CAMP)**

#### **Part time Contract Position**

Times Change Women's Employment Service is a non-profit community agency providing employment and educational counselling for women. We are seeking an experienced Mentorship Coordinator/Program Support.

#### **Mentorship Coordinator/Program Support,**

Career Advancement and Mentorship Program (CAMP)

*Part time / Contract until March 31st, 2019 with possibility of renewal (funding has been successfully renewed in the past)*

We are looking for an experienced and motivated individual, eager to make a difference in the lives of women! This dynamic role requires effective organizational abilities and flexibility to recruit, screen, match and train mentors, case manage while ensuring program targets are met. We pride ourselves on supporting women as they transition to meaningful employment.

#### **Program Overview**

Our new **Career Advancement and Mentorship Program (CAMP)** is an expansion of our successful daytime Career Planning Workshop. It will be a weekly three-hour program that runs in the evening for 8 weeks, serving women living on low incomes. The women will engage in activities that develop their occupational knowledge, professional skills, self-awareness and career confidence. They will gain opportunities to network through workshop peers and a mentorship that connects them to professionals in their career of choice. They will have the opportunity to transition from precarious to secure employment and will increase their skills and confidence through this program so they can achieve sustainable work.

#### **Responsibilities:**

- Recruit mentors by leading information sessions and marketing the program via outreach to employers and organizations such as community agencies, sector councils, and professional bodies and through social networks such as LinkedIn
- Screen, train and match mentors/mentees using established guidelines, conduct mentor/mentee orientation sessions
- Work closely with the Facilitator/Counsellor for sharing of information, ensuring stats are kept and appropriate coaching relationships are maintained
- Case manage and monitor mentoring relationships to ensure mentee/mentor and employment/training targets are met
- Maintain mentee/mentor records including referrals and matches; assist with preparing reports on client progress and outcomes
- Build and maintain relationships with mentors to ensure repeat business. Close and evaluate relationships; collate and analyze participant evaluations
- Follow up with clients on a regular basis and report on progress/results
- Keep all client statistical records and write any necessary reports
- Provide program support and perform admin tasks as required

**Qualifications:**

- Experience in mentor/volunteer recruitment, screening, matching and training; and outreach
- Able to self manage and work independently
- A strong ability to multi-task, network, develop and maintain relationships and exhibit diplomacy
- Post-secondary education in a related field i.e. a Bachelor's Degree in human service, marketing, recruitment or related field, with at least two years of relevant work experience
- Experience in career and job search counselling, and facilitation an asset
- Knowledge of mentoring and experience working with women is an asset
- Solid knowledge of employment and labour market trends
- Ability to compile and maintain statistics
- Computer skills: MS Office, social media and LinkedIn
- Strong administrative skills, detail-oriented, and well-organized
- Able to work some evenings as required
- Sensitivity to issues of diversity
- Keen awareness of issues facing women

**Hours: 25 hours per week**

**Pay: \$28.87 per hour plus benefits after 6 months**

**Start Date: Jan 7, 2019**

**End Date: March 31, 2019 with possibility of extension**

**Please email your résumé and cover letter to: [hiring@timeschange.org](mailto:hiring@timeschange.org)**

**Cover letters are to be addressed to: Hiring Committee**

**Application Deadline: Friday, November 23 (by 5pm), 2018**

No phone calls or email inquiries please.

We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team. As an agency providing front line service to women, only those who are qualified and identify as women will be considered. The hiring practice is governed by the Times Change Workplace Discrimination and Harassment Prevention Policy.

We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted.