



Coordinator Business Mentoring

The Mentoring Plus Strategy is inviting applications for the position Coordinator - Business Mentoring. This is an opportunity for an excellent communicator, well organized and skilled at relationship building to play a leadership role in the development of our business mentoring program.

The Mentoring Plus Strategy connects the Knowledge and skills of retirees to various populations through Knowledge Exchange Initiatives. Please refer to www.mentoringplus.ca for additional information on the Strategy.

Building upon our business mentoring models, this position will provide support for The Mentoring Plus Strategy management team. The position will involve initiating, building, and managing relationships between volunteer business mentors, individual mentees and business partners.

This six (6) month Term Position will commence on the date of hire with the opportunity for renewal. The position will have access to an administration assistant.

This position is for 20 hours per week.

Education

- Completion of a post-secondary education in Business Development, or related experience.

Qualifications

- Leadership experience.
- Demonstrated experience and ability to work effectively with volunteers, business groups, partners, and community groups.
- Possess excellent oral and written communication and organizational skills.
- Possess effective interpersonal and people skills.
- Must have a valid driver's license and access to a vehicle.
- Must agree to a police background check.

COORDINATOR, BUSINESS MENTORING– List of Responsibilities

- Work closely with the Management Team to ensure the overall success of The Mentoring Plus Program Strategy (TMPS) Business Mentoring Program.
- Manage the connections between business mentors and mentees to ensure effective delivery of services and provide any necessary support.

- Communicate regularly with the business mentors to ensure meaningful and productive engagement with mentees.
- Follow up with mentees to ensure they are receiving the support they expected and address any issues brought to your attention.
- Continuously seek new and build upon existing relationships and opportunities to expand the business sector client base through various Colchester County agencies.
- Working with the Mentoring Plus Coordinator to advance the program through effective recruitment, orientation and retention of mentors, mentees, and agencies.
- Accountable for the timely completion of all activities or follow ups resulting from monthly reporting.
- Provide assistance to mentors connecting with their mentees (booking meeting space either in person or virtually).
- Meet with the Executive Director of The Mentoring Plus Strategy on a scheduled basis.

This is an equal opportunity position. Only those applicants that meet the criteria will be contacted for an interview.

Please submit a resume and three letters of reference by **3:00pm on Friday, May 13, 2022**, to:

Terri Mingo, Regional Coordinator
The Mentoring Plus Strategy
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Telephone: 1-902-324-2251