

# START PROUD | FIER DÉPART

## **Start Proud Mentorship Program Associate**

Working directly with the President and Director of Mentorship you will be responsible for the successful execution of one of Start Proud's provincial mentorship programs. The program curates highly personalized mentor/mentee relationships whose aim is to identify and achieve individual professional goals and help the mentee work towards their full potential.

### **Core Responsibilities**

- Working with the Director of Mentorship, manage the mentorship project action plan and deliver against its objectives.
- Participate in regular conference calls to discuss progress and manage deliverables
- Coordinate mentor and mentee application process
- Source, interview and select mentees in collaboration with other members of the mentorship team.
- Source and recruit mentors based on mentee preferences
- Manage 2-3 events throughout the mentorship cycle, including invitation management, researching venues, food, and activities. Execute the event according to budget and timelines
- Act as a resource to partners and participants throughout the program
- Support program feedback processes through calls, meetings and/or online surveys.
- Using the data from past program years, identify ways in which the program can be improved.

### **Commitment**

- ~5-10 hours per week, with increased demands around events.
- Mandatory attendance at all Mentorship Program events and meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year
- Mandatory attendance at Start Proud's monthly and quarterly management meetings

### **Reports To**

- The Director of Mentorship

### **What you'll gain**

- Experience managing a unique program that will shape the lives of LGBTQ+ professionals
- Experience in project and event management
- Experience in managing a mentorship program
- Access to a wide network of professionals