

Job Title	Mentoring Coordinator
Programs	CareerNet Program
Departments	Employment
Reports to	Employment & Operations Manager

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work.

Who YOU are?

As the Mentoring Coordinator for the CareerNet Program, you are an integral part of the SIA team and bring your passion for facilitating and providing career development to our clients. You will develop partnerships with professionals across Saskatchewan in order to set up mentoring relationships that will support Newcomers in their process of understanding and connecting to their professional careers in Canada. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working part-time from home through several virtual means and connecting with clients, professional mentors, and team members through online tools like Zoom and Microsoft Suite. Some in-person meetings with clients is required of this position with safety precautions and procedures in place.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Job Purpose

The CareerNet Mentoring Coordinator (CMC) responsible for setting up occupation appropriate Mentors for program participants and provide support and resources to both the Mentee and Mentor hosts during the mentoring relationship. This employee meets individually with participants to work towards achieving steps in their career action plan. This position administers evaluations to the Mentee and Mentor and collects their feedback for reports. This position also works in collaboration with the CareerNet Employment Coordinator (CEC) and the CareerNet Employment Counselors (CECR) to assist with recruitment and selection of participants for each intake.

Position Details

Hours

37.5 hours per week – evenings will be required

Wage

\$24.75 - \$26.75 per hour depending on experience & qualifications

Contract Length

September 14, 2020 – March 31, 2021 with possibility of extension

Deadline to Apply

September 4, 2020

Duties and Responsibilities

Program Administration

- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Write reports on the mentoring portion of the program and share with the CEC, management and funders before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to management, funders, and the financial department
- Maintain proper filing of client information that is in compliance with confidentiality requirements
- Communicate, support, and meet regularly with other Employment team members

Program Coordination & Support

- Promote and advertise the program in the community
- Support the CEC with the recruitment and selection phase of the program
- Meet with participants one-on-one to discuss career goals and potential mentoring opportunities
- Research and contact companies/organizations that match participants' career goals
- Set up mentoring matches, coordinate the mentoring details and the signing agreement with the Mentor and Mentee
- Respond appropriately to the personal barriers which may be preventing participants from pursuing and achieving employment success
- Use online-communication software to communicate with clients, mentors, and community partners
- Provide participant support and one-on-one career counseling when necessary
- Provide ongoing support and employment counseling to current and past program clients
- Develop and administer methods of evaluation in order to receive valuable feedback from participants and mentors about the successes and/or challenges of the mentoring relationship
- Establish and maintain a respectful and professional relationship with program participants and mentors
- Provide follow-up care and support for participants and mentors as needed

- Support the CEC with planning and organizing any program specific events when required
- Facilitate the in-class training and workshops in-person or online in the absence of CEC

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, English Language Arts, International Studies, Indigenous Studies, Women's and Gender Studies, Social Work or Psychology

Experience

- 1-2 years' experience coordinating in the non-profit and/or settlement sectors
- An equivalent combination of education and work-related experience will be considered

Knowledge, Skills and Abilities

- Knowledge and appreciation of contemporary issues related to equity, such as intercultural understanding, inclusion, anti-racism, Indigenous cultural safety, human rights, language rights and cultural retention
- Extensive knowledge of the Saskatchewan labour market, job trends, employment opportunities, and the hidden job market
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- Familiarity with online communication software
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

Requirement of Employment

- Criminal record check
- Access to high speed internet at home

Direct Reports

None

How to apply

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to jobs@saskintercultural.org

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you virtually and eventually in person too.

All the best!