## Job title
Mentorship Program Coordinator

## Reports to
Director of Mentorship

### Position Overview
Working alongside the Director of Marketing, the Mentorship Program Coordinator takes on the responsibility of helping to manage the uOSBC Mentorship Program, as well as recruit mentors and strategically match mentors and mentees.

### Duties and responsibilities
- Innovate ways of marketing the Mentorship Program to uOttawa students in collaboration with the uOSBC Marketing Team
- Develop strategies to help facilitate the recruitment process of mentees and the selection and matching process
- Find and recruit Mentors in different fields of expertise within the Sport Business Professionals and Professors
- Maintain a communication with mentors and mentees for the entirety of the Mentorship Program as well as create surveys to obtain valuable feedback
- Attend weekly/monthly meetings for both Mentorship and General Meetings

### Qualifications
- Must be enrolled as a University of Ottawa student
- Experience with community relations is an asset
- Experience with human resources is an asset
- Bilingualism is an asset

### Skills
- Strong interpersonal skills are valued
- Ability to problem solve
- Strong organizational skills
- Strong knowledge of the sport industry