



Volunteer Job Posting

Job Title:	Mentorship Program Coordinator	Department:	Programs & Services
Status:	Volunteer, On-going (More than 1 year) 5-10 hours/week (may increase as needed)	Reports to:	Director, Programs & Services
		Job ID #	#20-PS-01

ANNISAA Organization of Canada (the Agency) is a Muslim women's empowerment organization providing a significant benefit to the Muslim community by empowering Muslim women and girls to effectively address the challenges of integration and self-empowerment.

All Charitable donations are funded solely by the Founder and ED of ANNISAA. The Agency has no payroll obligations and is staffed entirely by volunteers who share ANNISAA's vision.

ANNISAA Organization of Canada (the Agency) is currently accepting applications from qualified candidates for the position of Mentorship Program Coordinator.

The ANNISAA Mentorship Program matches rising young Muslim women and girls with women mentors from diverse industries from the business community to develop leadership skills, build confidence, and propel career advancement. Reporting to the Director, Programs and Services, the Mentorship Program Coordinator will work with a supportive community of professional Muslim women from diverse industries and backgrounds who want to support each other in their leadership journey. Be part of an amazing program creating positive change in the leadership and career development of Muslim women!

RESPONSIBILITIES

- Develop and maintain a comprehensive inventory of the education, skills and experiences of participating mentees and mentors
- Screen applicants for program eligibility and program participation readiness
- Orient mentees and mentors to the mentorship program
- Market the program to the business community, potential mentors and Corporate Champions including cold calling local employers (in person and on the phone) and making program presentations
- Identify and make matches between referred mentees and volunteer mentors
- Work effectively as the liaison between mentees and mentors before, throughout and at the conclusion of the mentorship match
- Record, track and follow-up on all matches
- Complete all program and project reporting including qualitative and quantitative reports
- Set work plans, prepare meeting agendas/meeting minutes, update mentor/mentee orientation materials and implement program evaluation protocols
- Provide support with proposal and grant writing for the program



- Provide support in the delivery of group mentoring events and activities in partnership with a larger team

QUALIFICATIONS

- Post-secondary Degree or Diploma in Human Services or Career Development or a minimum of 2 years related experience
- Experience in program coordination with preferred experience in the social sector and non-profit and charity industry
- Excellent communication skills, both written and oral
- A clear understanding of the barriers faced by young Muslim women and girls
- Understanding of the needs of mentors, and the ability to market the program as a solution to their talent attraction and professional development needs
- Self-starter with excellent organization, planning and time management skills to achieve goals with the ability to coordinate activities as part of an integrated team
- Proficient in the use of databases, word processing, spreadsheets and presentation software
- Experience working within databases to enter, maintain, track and record client data is an asset
- Experience with the utilization of social media as a networking and marketing tool is an asset

To apply, please email your resume and cover letter as a single Word or pdf document to volunteer@annisaa.org quoting **File #20-PS-01** in the email "Subject" line.

ANNISAA Organization of Canada is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by the ANNISAA Organization of Canada Race Relations and Employment Equity Policies.