



MENTOR PROGRAM COORDINATOR WITH THE WINDOWS TO OPPORTUNITY PROGRAM

Job Title: Mentorship Program Coordinator	Location: 777 Bathurst Street, M5S 0B7
Organization: A Different Booklist Cultural Centre	Standard Weekly Hours: 35
Program Name: Windows to Opportunity	Salary: 42,000.00
Reporting to: Executive Director	Competition Open Date 27 th August, 2018
	Competition Close Date: September 7, 2018
	Email applications to: info@adbcc.org

A DIFFERENT BOOKLIST CULTURAL CENTRE - The People's Residence is a non-profit hub and a space dedicated to intellectual and cultural experience of African Canadian and Caribbean Canadians where youth are engaged as creators, curators and cultural ambassadors. Its Windows to Opportunity program offers students with mentoring services; pathways to leadership; and a range of social and cultural opportunities.

STUDENT VOICE:

Students will be involved in several streams consisting of Dance, Literary Arts, Performance Arts, Curatorial arts, and Arts Administration. The primary focus is to engage youth in production and technical skills that enable employment, entrepreneurship, civic engagement, and leadership roles.

POSITION SUMMARY:

The Mentorship Program Coordinator (MPC) is primarily accountable for coordinating the mentorship aspects of the Windows to Opportunity program and developing activities relating to the Arts. Mentorship is a critical element of the program. At ADBCC, student mentees will benefit from the skilled individual. The coordinator will recruit and retain mentors; organize training of mentors; match mentors to mentees; facilitate the mentorship relationship; evaluate mentor performance and mentor-mentee relationship; participate in the public-relation strategy of the organization; ensure compliance with the program-funder requirements; undertake all efficiency of the Windows to Opportunity program

Duration of the position: One-year contract 2018 -2019

DUTIES AND RESPONSIBILITIES:

1. Coordinates mentorship services of the Windows to Operation program
2. Collaborates with partners and funding agencies to ensure obligations for financial reporting and service reporting are effectively accomplished
3. Report to ADBCC's Director and the Board
4. Participate in ADBCC's communication and Public Relations strategy
5. Participate in the Windows to Opportunity evaluations and research

QUALIFICATIONS

The successful candidate will have at least diploma in a relevant field

Excellent interpersonal skills; oral and written communications skill demonstrate the ability to effectively work with youths; Record of effective leadership practice; MS office skills; time management and project management skills; availability to work occasionally weekends and week-day evenings; ability to work autonomously and to successfully on a wide scope of work priorities. While not essential, the following would be an asset: Related work experience; Knowledge of the cultural industries and Arts; ability to communicate in French (written and oral).

Candidates are asked to submit a resume and cover letter to info@adbcc.org by the deadline September 7th 2018. We thank all candidates for their interest in this position; however, only shortlisted candidates will be contacted.

A position description will be provided to candidates invited to interview

A Different Booklist Cultural Centre is an equal opportunity employer committed to diversity and inclusion.