

## **Board of Directors – Job Description**

Position Title: Director of Mentorship

### **Roles & Responsibilities**

- Operate an effective mentorship program that results in mutually beneficial relationships for career growth.
- Seek out quality and experienced mentors in prospect research to provide effective mentorship for mentees
- Match mentees with mentors, ensuring alignment between interests and abilities from both parties
- Promote the mentorship program through social media, Apra Canada events, etc.
- Develop events or other opportunities to enhance awareness of the mentorship program (such as speed mentoring events, minglers, Q&A sessions, etc.)
- Develop and maintain tools and resources to facilitate the relationship between mentor and mentee, such as onboarding processes, surveys, and other methods of feedback
- Retain and archive permanent records associated with this position

### **Key Internal Collaboration**

- Interaction with the Apra Canada board is sometimes needed and desired for guidance on suggestions/issues/concerns that are voiced via mentors/mentees
- Consistent interaction with Apra Canada members to recruit for the program and to facilitate relationships between active mentors/mentees

### **Key External Collaboration**

- None

### **Apra Canada Conference support**

- Ad hoc

### **Workload**

- The workload for this position is steady throughout the year, with a possible increase in activity around events and the Apra Canada Conference

### **Skills**

- Be an active member of Apra Canada
- Excellent verbal and written communication skills
- Ability to recruit and motivate volunteers for mentorship
- Maintain confidentiality of program participants