

Program Manager - Mentorship

About Canada Bridges:

Bridges Social Development's (Canada Bridges) approach is aimed at unveiling the leadership potential of youth and young adults aged 16-30, by connecting with, and supporting them to achieve their goals for creating change in their communities. We believe that youth and young adults offer the greatest hope for positive change in our world today – and that all youth have potential and strengths but that they are sometimes hidden, due to systemic circumstances.

Our *Unveiling Youth Potential (UYP)* approach includes both working closely with youth and young adults to assist them in recognizing their potential as leaders, as well as working closely with community partners to improve supports and change systems that perpetuate barriers for youth. This can look like facilitating spaces for youth to explore leadership concepts, connecting youth to existing resources, enabling community leaders working with youth, and supporting youth one on one as they take on various challenges or initiatives. As such, much of Bridges work requires being present and active in the community making connections, relationships and partnerships that enable youth to maximize their potential.

Canada Bridges is a registered non-profit organization, with a small paid staff and consultant team, and a broad network of volunteer facilitators, community champions, and partners who all contribute to the work of unveiling youth potential in the communities we work with. Currently we are focused on responding to invitations to work with Indigenous, refugee, and immigrant communities in Calgary and throughout Treaty 7.

About the Opportunity:

Mentorship is an integral component of our Unveiling Youth Potential Approach. Our mentorship process exists to match the experience and generosity of caring adult mentors with the emerging potential of youth and young adults, with the goal of supporting these people through their developmental journeys, particularly during major transitions. We believe that all youth need relationships that will support and empower skill building, exploration, and discovery.

Reporting to the Executive Director, the Mentorship Program Manager will have strategic and operational responsibility for Bridges' mentorship approach, programming and processes. The Mentorship Program Manager will provide insight into the strategic planning process as related to mentorship and connected with Bridges' operations, and will be responsible for implementing related initiatives. This includes the Mentorship initiative for First Nations Youth Transitioning to Calgary as well as mentorship support for other Canada Bridges' program participants. The Mentorship Program Manager will also cultivate and build relationships and partnerships with people and groups related to mentorship, to ensure efficient, effective and sustainable programming and approach.

Mentorship Programs Development & Leadership

- Work with programming staff to discern opportunities to connect ongoing programming and program participants with mentorship opportunities.
- Provide empowering leadership and support to other staff contributing to mentorship activities.
- Support the continued development and implementation of mentorship evaluation

processes, including ongoing evaluation of both mentor and mentee experience, to ensure achievement of both desired outcomes for participants, and effective and relevant programs.

- Build and maintain relationships and partnerships with people and groups that will support Bridges' mentorship programs success (i.e. community groups to refer mentees and/or mentors, learning partners with expertise in mentorship, research partners, organizations to provide mentorship training/events with in-kind donations, etc.).
- Scan horizon for best practices in mentorship, and develop deep knowledge of mentorship initiatives locally and abroad, through research, experience, professional development, and relationships.
- Practice opportunities to incorporate learning into the mentorship programs and improve mentorship processes.
- Seek out and/or create opportunities and develop ways to share mentorship philosophy and process learning with stakeholders, community partners and other team members.
- Respond to community partner and stakeholder invitations to support development of their mentorship initiatives.

Mentorship Programs Management and Implementation

- Lead recruitment, screening and training of mentors for all Bridges mentorship initiatives.
- Refine and implement engagement and screening processes for a wide variety of youth mentees.
- Coordinate and oversee the offering of Mentor Training Workshops – both personally facilitating sessions of this training and supporting other staff and experts in the facilitation of additional sessions.
- Facilitate matching of mentorship pairs and provide on-going mentor and relationship development support.
- Lead the planning and coordination of monthly mentorship 'Hangouts' – relationship and/or skill building opportunities and events for mentors and mentees.
- Conduct regular evaluation with mentors, mentees, and related stakeholders to ensure initiative relevancy and effectiveness.
- Develop messaging and communications materials (digital and physical) to share about Canada Bridges mentorship initiatives.
- Refine mentorship training materials (i.e. manual, workbook, supporting materials) and develop new documentation, as needed to facilitate the mentorship process
- Support fund development and reporting processes related to mentorship by conducting supplementary research, writing components of grant applications and/or reports, reviewing applications to be submitted for accuracy and relevancy, etc.
- Ensure the continued financial viability of Bridges mentorship programming through sound fiscal management of mentorship initiatives.

Other creative elements based on personal interest

As we strive to unveil the potential of youth, we realize the importance of practicing and modelling that in all aspects of our work. It is our hope that each team member has a project or work area that is based on their own personal passion and which is developing themselves, and our collective work further. These projects are decided based on matching need with interest through conversation with the Executive Director.



Position type: One-year contract with potential to renew.

Location: This position is based in Calgary, but requires some travel throughout Treaty 7, in particular to the Siksika and Stoney Nakoda Nations, with at least 1 day per week on location in community of Siksika or Stoney Nakoda Nations. Access to a vehicle and a valid class 5 driver's license is required. A valid class 4 driver's license is an additional asset.

Estimated Time Commitment: Full-time (approximately 40hrs/week). Requires flexibility and availability on occasional weekends and evenings to facilitate trainings and events.

Closing-date: February 26, 2018, or when suitable candidate is found. Applications to be reviewed on an on-going basis.

To Apply: Send your resume and cover letter to info@canadabridges.com with "Program Manager - Mentorship" in the subject line. Make sure to include a cover letter explaining your personal interest in the work of Canada Bridges, and what skills and qualities you will bring to this position.

Canada Bridges is an equal opportunity employer. We welcome applications from all qualified candidates, including First Nations, Inuit and Metis persons; refugees and recent immigrants; persons with disabilities; members of sexual minority groups and all those who may contribute to the further diversification of ideas. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.