



The Mentoring Plus Strategy is inviting applications for the position Program Assistant. If you've got talent burning a hole in your pocket, wishing your job really made use of your skills, you might be just the right person we're looking for.

We have a lot of exciting things going on and we need a new Program Assistant to support them coming to fruition...and specifically supporting our regional coordinator, mentors, and partners along the way.

Do you enjoy giving back to your community? Do you like to help people solve their problems? Are you looking to be inspired every day and to leverage your gifts and talents to implement a larger vision?

We may have something for you!

The Program Assistant is a 1-year contract position (\$17.00 per hour / 20 hours per week) that reports directly to our Regional Coordinator. The typical hours of this role are between the hours of 9am and 3pm Monday to Friday. There could also be the opportunity for additional hours. We're a small but mighty team with an ever-changing environment where you'll never be bored.

#### Education:

- Completion of a post-secondary education with experience or skill sets in organization, people management, public speaking and event management would be considered an asset.

#### Qualifications:

- Leadership experience.
- Demonstrated experience and ability to work effectively with community groups, partners, stakeholders, and volunteers.
- Quality communication and organizational skills.
- Possess effective interpersonal and people skills.
- Detail orientated as well as an affinity for technology.
- Must agree to a police background check.
- Reliable transportation, a valid driver's license and access to a vehicle preferred.

#### Responsibilities:

- Work with the regional coordinator to identify, recruit and train retirees (mentors).
- Coordinate activities with staff, mentors, and community partners
- Schedule and execution of meetings, events, and knowledge exchanges initiatives.
- Management of database for programs/mentors/mentees etc.
- General office administration duties including payables, receivables, expense reporting, and budgetary controls.
- Maintaining social media for regional initiatives.
- Assisting with the planning and execution of orientation sessions, advisory committee meetings etc.
- Other responsibilities identified by the Regional Mentoring Plus Coordinator.

This is an equal opportunity position. We encourage applicants to highlight how their diversity and unique perspective are an asset to this position! We thank you for your application; please note only those applicants selected for an interview will be contacted.

Please submit your resume by **4:00pm on Tuesday, December 6, 2022, to:**

Julianne Misner  
The Mentoring Plus Strategy  
[adminmentoring@kentville.ca](mailto:adminmentoring@kentville.ca)