Information Technology (IT) Manager Role

Role Summary:

The information technology (IT) manager will facilitate and implement the information technology required for MentorMe Australia - focusing on the applicant sign-up process, and the mentee-mentor matching process.

Principle Accountabilities:

1. Develop a suitable algorithm to allow the automated matching of mentees with mentors based on aligned interests, professional development interests and career visions. The current mentee-mentor matching process is assisted with a VBA algorithm to propose suitable matches from an excel database of mentees and mentors.

2. Co-ordinate the development of the MentorMe Australia website via Wordpress or a suitable alternative. Maintain and update information on the MentorMe Australia website as required. The website is currently hosted via Weebly, yet the transition to an alternative platform may be required to facilitate the automation of the recruitment, communication and mentee-mentor matching process.

3. Automate the process of communication with selected program participants where possible. This process is partially automated via the use of Mailchimp however, assistance is sought for the following tasks in particular:

   a) Launch/send of an initial "Welcome/Thank-you for applying" email template to individuals who have applied to the program.

   b) Automated send of email to individuals selected for acceptance into the program (information packs and corresponding mentee/mentor details attached).

Key Requirements:

- Prior experience with website development.
- Coding skills to a proficiency level sufficient to automate the mentee-mentor matching process.
- Have completed, or be at least halfway through, an Australian university degree.
- Ability to work with a team remotely via email, Facebook (or slack), phone calls and skype.
- Leadership experience with university societies desirable but not essential.
- Able to commit approximately 2-4 hours per week for this role.

MentorMe Australia™ is the nation's leading mentoring program connecting high school students, university students and university alumni. As a not for profit, MentorMe Australia aims to develop the next generation of leaders through the process of mentoring.