



# Program Manager

## **Preferred Location**

NSW Australia

## **Role Summary:**

The program manager oversees the co-ordination and administration of all aspects of ongoing mentorships, including the matching, evaluation and closure of MentorMe Australia mentorships. Reports to the Director (Internal).

## **Principal Accountabilities:**

1. Co-ordinate the matching of mentee applicants with mentor applications upon the conclusion of each MentorMe Australia intake round.
2. Evaluation of ongoing mentorships - via the sending of preliminary emails within the first week of matching to confirm the commencement of contact between mentees/mentors.
3. Manage the MentorMe Australia evaluation survey sent at the halfway point (3 months) of mentorships. Secure testimonials which may be used for promotional purposes.
4. Manage the successful closure of MentorMe Australia mentorships (6 month mark) encouraging continued participation in the program.
5. Assess the potential for automation of this process and provide advice as to the ongoing enhancement of the MentorMe Australia Mentorship program.
6. Develop and regularly improve training material and the overall experience of the mentoring program.

## **What we are looking for:**

- Passion for the potential that mentorship can achieve within people.
- Ambitious and strong work ethic.
- Desire to be creative and innovative in their work.
- Strong communication skills and ability to work within a team.
- Desire to learn
- 6-8 hours per week
- 1 year commitment