



Job Title: Mentorship Coordinator (2 positions available)

Organization: Connecting Environmental Professionals - Vancouver

Location: Remote and in-person

Position Type: Volunteer

About CEP Vancouver

CEP Vancouver is dedicated to creating opportunities for Vancouver's sustainability professionals. The organization aims to facilitate connections, collaboration, and learning within the sustainability and impact sector, ultimately driving sustainability and climate action. CEP achieves this through monthly events, mentorship programs, and a free membership that provides access to the latest news and events in Vancouver's sustainability sector.

Overview

The Mentorship Coordinator role at CEP is closely supported by the Director of Mentorship. The Mentorship Coordinator plays a key role in guiding CEP's mentorship program, cultivating meaningful connections between experienced professionals and emerging sustainability leaders. This position directly contributes to career development and facilitates knowledge sharing within the environmental sector.

Responsibilities:

- Manage the mentorship program lifecycle, from recruitment and matching to program evaluation.
- Collaborate with the CEP team to define program goals and structure.
- Communicate with mentors and mentees, providing guidance and resolving concerns.
- Organize mentorship-related events, such as kickoff sessions, check-ins, and wrap-up celebrations.
- Track participant engagement and collect feedback to improve the program.
- Maintain program documentation, including guides, FAQs, and feedback forms.

Qualifications:

- Strong organizational and communication skills.
- Ability to build and maintain professional relationships.
- Excellent verbal and written communication abilities.
- Passion for environmental sustainability and supporting professionals in the sector.
- Experience coordinating programs or projects (preferred but not required).

- Interest in career development and mentoring relationships.
- Proficient in MS Office/ Google G Suite.

Time Commitment

We are seeking two **Mentorship Coordinators** to join our team:

1. **Position 1:** Expected commitment of **10–15 hours per week**.
2. **Position 2:** Expected commitment of **2–5 hours per week**.

How to Apply:

If you are eager to facilitate connections, relationships, and opportunities within Vancouver's sustainability community, and have the required qualifications and experience, we encourage you to apply for the Mentorship Coordinator position at CEP Vancouver. Please email a cover letter (max 500 words) and your resume to info@cepvancover.org; subject: Mentorship Coordinator.

We thank all applicants for their interest.

We respectfully acknowledge that we are located on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.