

Mentoring Program Director Role Description

Professional Mentoring is a critical differentiator for PWI, as well as a key program for the Global PWN Network. The Mentoring Director is responsible for the end to end Mentoring Program within our city network. She/he is responsible for the structure, matching process, content, execution, continuous improvement and administration of all mentoring activities, in line with the strategy and the focus areas as defined by the PWI board for the year.

Responsibilities

- Manages the end to end Program to ensure quality and customer satisfaction. Defines the mentoring agenda for the full year in line with the strategic objectives and in close collaboration with other programs.
- Actively collaborates with other Ex Com and board members, as well as with PWN Global on mentoring initiatives, providing input and feedback
- Recruits an engaged volunteer committee to assist with above activities and manages the annual budget for mentoring.
- Defines and manages the performance indicators of the mentoring Program, including evaluation of feedback through surveys, provides ongoing reports and stats relating to the mentoring program.
- Manages the execution of the mentoring process, including mentor / mentee matching and works closely with other City Networks to implement global mentoring initiatives.
- Maintains an active database of potential mentors, including data about strengths and specialties
- Strong engagement with members before, during and after the activities

Time Commitment: *Approx. 4 hours per week (variable and dependent on mentoring intake schedule and creation of a support team)*

Background and Experience

- A minimum of 10 years of progressively relevant experience in various environments, preferably in an international environment.
- An excellent communicator with demonstrated leadership experience
- Demonstrated experience in executions of projects from beginning to end, with strong attention to detail
- Strong networking skills
- Dedicated and energetic with a sense of diplomacy
- Committed team member with ability to work autonomously
- Working across cultures and fluency in written and spoken English is essential,
- Preferably a recognized coach and / or mentor professionally or within a corporate environment
- Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current PWI and PWN web platforms (training will be provided)