



Mentoring Program Assistant

Terms of Reference

Overview

The Mentoring Program Assistant will support the Mentoring Program Manager in all aspects of the mentoring program, including recruitment, coordination, communication, and administration. This role involves providing logistical and administrative support, helping to maintain program records, and assisting in the effective matching and monitoring of mentor-mentee relationships. This is a remote role employed through Circle Group Limited.

Key Roles and Responsibilities

Administrative Support

- Assist in the development and distribution of program materials, including guidelines, resources, and best practices.
- Maintain accurate records of program participants, activities, and outcomes.
- Prepare and update databases, spreadsheets, and reports as required.
- Assist in scheduling meetings, training sessions, and events, and coordinating logistics.

Recruitment and Matching

- Support the development and implementation of strategies for recruiting mentors and mentees.
- Assist in the matching process, ensuring compatibility and mutual benefit between mentors and mentees.
- Maintain and update records of mentor and mentee applications, profiles, and matching details.

Communication and Coordination

- Assist in managing communication with mentors and mentees, including mentoring tips, quarterly updates, and event information.



- Respond to inquiries and provide information about the mentoring program.
- Assist in the promotion of the mentoring program through various communication channels.

Monitoring and Evaluation

- Support the collection of feedback from mentors and mentees to evaluate program effectiveness.
- Assist in the preparation of reports on program performance and impact.
- Help identify areas for improvement and suggest changes to enhance the mentoring program.

Relationship Management

- Help foster positive relationships with mentors, mentees, and other stakeholders.
- Provide support and guidance to participants, addressing concerns and ensuring a positive mentoring experience.
- Assist in organizing events and activities to engage mentors and mentees.

Data Management

- Ensure the accurate and timely entry of data into program databases.
- Maintain confidentiality and safeguarding of all participant data.
- Generate and assist in the analysis of data reports as required.

Requirements

Qualifications

- Diploma or bachelor's degree in a relevant field (Social Sciences, Business Administration, etc.) preferred.
- Experience in an administrative or support role, preferably within the nonprofit sector.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time-management skills.

Skills and Competencies

- Attention to detail and accuracy in record-keeping.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong problem-solving skills.



- Ability to manage multiple tasks and prioritize effectively.
- Enthusiastic and proactive approach to work.

Attributes

- Passion for the organization's mission and values.
- Self-motivated with the ability to work effectively in a remote setting.
- Ability to thrive in a dynamic, multi-cultural work environment.
- Strong collaborative and team-working skills.
- Results-oriented with a focus on achieving program goals.

How to apply

Submit your application for this position [here](#).