

Position: Mentor Coordinator

Company: Community Living Ontario

Type: 1 Full-Time Permanent Position

Classification: Hybrid – Home based position with regular travel required

Work Hours: 37.5 weekly

Location: Kingston

Imagine a job where **YOU** can utilize your interpersonal and networking skills to match amazing students with exceptional mentors and enrich the lives of both.

Imagine a job where **YOU** will be an integral person making it possible for students with intellectual disabilities to unleash their individual gifts and shine through the mentoring process.

Add a collaborative team, a challenging variety of work, and an excellent work-life balance, and you have imagined a job at Community Living Ontario (CLO).

About CLO

The **number one** goal for Community Living Ontario is to advocate with people who have an intellectual disability, their families, and member organizations to create inclusive communities across Ontario. We envision an Ontario where everyone belongs, is valued, and has the freedom to live the life they choose. Those who share our vision make amazing staff members at CLO.

The Right Fit

We believe the kind of person you are matters. We have a culture of respect and caring, and we want employees who will thrive in our environment. We are entrepreneurial, creative, and passionate about what we do. When we hire, we consider your potential and how you may fit with our team.

You Will Succeed Here if You Are:

Community Living Ontario

1 Valleybrook Drive, Suite 201
Toronto, ON M3B 2S7

Tel: 416-447-4348 Toll Free: 1-800-278-8025 Fax: 416-447-8974
Email: info@communitylivingontario.ca

- **An Excellent Communicator** – You will be collaborating with our internal team remotely, members of the community, and people with intellectual disabilities. Your communication style must be confident, reassuring, and clear.
- **Interpersonal Skills** – You bring with you the ability to quickly build rapport with colleagues, students, and potential mentors. You do not shy away from delivering compelling presentations and engaging with people in the community.
- **Independent** – You are self-motivated and manage your time well

The Position

The Mentor Coordinator is critically important to CLO, Student Links aims to match each student with a mentor who has expertise in the student's identified area of interest and who is willing to make a personal investment in the student by bringing out their individual gifts, supporting skill development, identifying roles, and exploring community opportunities.

The package includes:

- Starting salary of \$50,000 per year
- Comprehensive benefits, including vision and life insurance
- 3 weeks paid vacation
- Continuing Education
- Employer-matched RRSP
- Flexibility within the core hours

What you will be responsible for:

- Works with the Student Links Manager and Student Links Director to create strategies and develop a recruitment plan for the assigned region
- Supports mentorship experiences by having a regular presence in the community. Connects pro-actively with personal and professional contacts, networks, and community members to secure connections

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- Engages with the community by conducting cold calls, attending in-person meetings, community events, and networking groups
- Develops and implements plans for engagement that demonstrate a commitment to a qualitative approach. Creates mentorship plans that are tailored to the gifts, interests, and identities of individual students
- Responsible for recruiting, interviewing, and vetting all prospective mentors. You will facilitate meetings and develop meaningful mentorship plans
- Builds and maintains strong relationships with new and existing students, mentors, families, teachers, schools, and member organizations
- Committed to engaging English and French schools in assigned region
- Trains and supports new and existing mentors and meets with students and parents on a regular basis
- Documents daily activities including research efforts, cold calls, meetings, and correspondence via the database and calendar entries

What Makes You the Ideal Candidate?

- Post-secondary degree or College education in Sociology, Psychology, Social Work, Community Development or a combination of related education and experience
- Advanced computer skills – MS Office, Zoom, MS Teams, CRMs, and web-based document collaboration platforms
- Priority will be given to candidate with 5 + years of professional work experience
- Bilingual English/French candidates are ideal for this role. We also seek candidates who are fluent in other languages

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- Ability to inspire and motivate members of the community to build long term mutually beneficial relationships. Leadership and relationship management skills are essential
- Well developed personal network or the willingness to build one. Understanding of the recruitment process and community development
- Strong understanding and awareness of barriers facing people with disabilities and implementing strategies that may be used to combat those barriers.
- Liaising with families who have children with an intellectual disability and utilizing a person-centered approach to highlight strengths and gifts of individuals
- Proven ability to network and connect people and willingness to build this capacity in others
- Ability to speak persuasively in public
- Highly organized, and self-directed, with a proven ability to manage multiple priorities. You always maintain confidentiality and professionalism
- Superior communication skills, both oral and written, combined with the ability to break down complex information into clear, concise, and easy-to-understand communications
- Experience working in a non-profit organization or with a member based not-for-profit would be an asset
- Valid driver's license and access to a reliable vehicle is required for frequent travel within region (approximately 60% of time) and you will transport students in this role. Travel beyond the region for in-person team meetings and training will occur approximately five times a year
- Written and verbal French skills are an asset
- This position is unionized

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Diversity, Equity, and Inclusion at CLO

Community Living Ontario is committed to building, maintaining, and fostering an equitable, diverse, and inclusive workplace. We encourage those from equity-seeking groups to apply to our open positions. We endeavor to welcome and value the unique perspectives and experiences that all new people bring to our organization.

How to Apply

Please submit your resume to ktaylor@taylormcmahon.com

At Community Living Ontario, we are committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the representative from Taylor McMahon of any accommodation(s) you may require to ensure your equal participation.

We look forward to hearing from you!

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