



MENTORNET IS SEEKING PROGRAM CO-DIRECTORS AND STEERING COMMITTEE MEMBERS

CSIH MentorNet is currently looking for new members to join the steering committee for the 2018 program year. We are seeking a Co-Director, as well as steering committee members.

Please send your CV and a 2-paragraph expression of interest (EOI) highlighting why you make the ideal candidate for the position to csih.mentornet@gmail.com with the subject line: “Application for Steering Committee 2019” or “Application for Co-Director 2019.” Do not hesitate to contact us at the same email if you have any further questions about the role. We look forward to receiving your application.

Deadline for Submissions: Friday, December 28th, 2018, 11:59 pm EST.

Overview of the positions below:

Both positions are on a volunteer-basis, requiring approximately 2-3 hours per week for steering committee members, and 3-4 hours per week for Co-Directors (except when recruitment and pair matching takes place, where launching of the program and evaluating the applicants will take approximately 5-8 hours each week). All committee meetings are done virtually through Skype/Google Hangouts and occur evenings or weekends. The vast majority of program management work is done virtually using shared program management platforms such as Google Drive. While team members sometimes get the opportunity to meet up in person at conferences or events, team members must be comfortable engaging with fellow committee members, mentor-mentee pairs, and various other program stakeholders in an online space.

JOB DESCRIPTION: PROGRAM CO-DIRECTOR

Summary of Role:

The Co-Director supervises and manages all aspects of the MentorNet program. Co-Directors are responsible for providing the directives to the steering committee team, ensuring program activities are completed on time and within budget. Duties include:

- Strategic planning for the program year
- Liaising with the CSIH Board of Directors and maintaining a strong working relationship with CSIH management
- Leading the team through the recruitment, screening, and matching of potential mentees and mentors

- Managing and resolving pair issues
- Providing direction to the team regarding additional project's (communications materials, results based management tools etc)
- Overseeing the program's involvement in conferences and events (coordinating the abstract submission process, funding, participation etc)
- Developing relationships with other Canadian global health and mentorship organizations
- More information about the program can be found at <http://www.csih.org/en/programs/mentornet>

Position Requirements:

The successful candidate will have a background in and be interested in global health, having either studied and/or worked in the field. We are looking for someone who has experience leading a team, and who is motivated, dedicated, reliable and flexible. Further, you should be a pragmatic thinker, with a strong ability to plan program activities several months in advance. Project management experience or certification considered a strong asset. Fluency in French as well as English also considered a strong asset. Most of all, candidates should be enthusiastic and dependable, and be able to dedicate 2-3 hours per week (additional 5-8 hours during program launch, recruitment and matching).

JOB DESCRIPTION: STEERING COMMITTEE MEMBER

Summary of Role:

The Program Liaison/Steering Committee Member will contribute to the planning and execution of the MentorNet program for the 2019 program year. They will be responsible for developing subject-specific modules, creating meaningful and supportive relationships with their mentor-SYP pairs, collaborating on the program's strategic deliverables (results-based management tools, media/communications materials etc), and contributing to the overall running of the program. You will be part of a team and expected to attend monthly meetings (via Skype or Google Hangouts). More information about the program can be found at <http://www.csih.org/en/programs/mentornet>

Position Requirements:

- The successful candidate will have a background in and be interested in global health, having either studied and/or worked in the field. We are looking for someone who is motivated, dedicated, reliable and flexible. You should be comfortable communicating with students/young professionals and global health experts and have an interest in career development/mentorship.
- Experience in social media, video editing, or qualitative/quantitative research considered an asset.
- Fluency in French as well as English also considered a strong asset.

- Most of all, candidates should be enthusiastic and able to dedicate 1-2 hours per week (5-8 hours per week during program recruitment and matching for program launch, recruitment and matching).

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