



BLACK PHYSICIANS OF CANADA
MÉDECINS NOIRS DU CANADA

Website: www.blackphysicians.ca

E-mail: info@blackphysicians.ca

Twitter: [@blackdocscanada](https://twitter.com/blackdocscanada)

Instagram: [@blackphysiciansofcanada](https://www.instagram.com/blackphysiciansofcanada)

Facebook: [@blackphysiciansofcanada](https://www.facebook.com/blackphysiciansofcanada)

LinkedIn: Black Physicians of Canada

Black Physicians of Canada (BPC) Mentorship and Administrative Coordinator

About Black Physicians of Canada

Black Physicians of Canada (BPC) is a Black-led, national, federally incorporated, non-profit organization that unites, supports, amplifies and empowers Black physicians, physicians-in-training, and the Black community in what is now known as Canada. Our core values are Community building, Advocacy, Mentorship and Education. As a young and growing organization, we are looking for a strong candidate to continue to further our goals and surpass the excellence the BPC has achieved thus far. This is an excellent career opportunity for an individual passionate about the diversification and health of Black Canadians.

Black Physicians of Canada encourages diversity within its community and welcomes applications from 2SLGBTQIA+ persons, persons with disabilities, and others who may contribute to the further diversification of ideas.

General description

The mentorship and administrative coordinator will be responsible for day to day running of the BPC Mentorship Program and other BPC activities with a mission to achieve strategic goals as set out by BPC. This full-time position will mainly involve facilitating the matching process through an online software, monitoring the matches throughout the mentoring relationship and organizing mentoring events throughout the year. The mentorship and administrative coordinator will also support the Executive Director and the BPC board in other initiatives and projects.

The mentorship and administrative coordinator will work within the guidelines, policies and mission of BPC and will be accountable and responsible for specific projects as assigned. BPC is a virtual workplace and candidates must be comfortable working remotely.

JOB DESCRIPTION

Mentorship program

- Familiarize yourself with MentorCity platform and all its capabilities
- Monitor and facilitate the matching process on MentorCity, which could include troubleshooting and providing support/intervention for individual participants or suggesting matches if participants go unmatched
- Engage mentorship program participants to utilize all capabilities of MentorCity regarding the mentoring process, networking and education opportunities



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- Maintain the calendar for BPC mentorship program and ensure all participants are informed of upcoming events promptly
- Attend mentorship committee meetings and take meeting notes
- Communicate with mentors and mentees through email communication
- Promote the program to interested organizations such as Black Medical Students Association of Canada, Black Residents Associations, Regional Black Physicians Associations, AFMC, PGME deans, program directors and regulatory bodies. Ensure Black residents, fellows and physicians are aware of the program and have the opportunity to participate
- Collect mentorship agreements from each pair as per BPC guidelines
- Create a mid year and annual report highlighting activities within the program and participant engagement
- Assist with the planning of mentorship events as required
- Assist in research collection and dissemination related to mentorship program

Administrative tasks

- Organize and schedule BPC board meetings; attend BPC committee and board meetings and take meeting notes
- Organize BPC virtual events using Zoom and other online platforms
- Manage and organize main email account
- Assist in creating reports and presentations
- Build and schedule monthly membership newsletter via MailChimp
- Post and schedule content on social media accounts
- Book travel arrangements for board members
- Perform ad hoc tasks from Executive Director and board members

QUALIFICATIONS AND SKILLS

Job Requirements:

- Strong organization skills
- Effective oral and written communication skills
- Strong problem solving and conflict resolution skills
- Ability to work independently and as part of a team
- Ability to work flexible hours
- Strong computer skills and knowledge working with different platforms such as Word, PowerPoint, Excel, Google Drive, Zoom and MailChimp



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Assets

- Prior experience coordinating a mentorship program or similar considered a plus
- Prior experience working in the healthcare industry considered a plus
- Bilingualism (English and French)
- Experience in a Non-Profit/Charity setting

INFORMATION ABOUT THE ROLE

Work Conditions

- Black Physicians of Canada is currently using a flexible hybrid working model, where employees can work from home but should be in-person when in-person events are held (a few times a year)
- This role may require in-person interactions with stakeholders
- The standard work week is Monday to Friday, some evening or weekend hours are anticipated, 40 hours per week
- Changes to shift start and end times may be required based on operational needs

Salary

- Remuneration dependent on qualifications and experience
- Annual salary range: \$55,000 - \$70,000
- Black Physicians of Canada offers extended health benefits and a wellness spending account to all full-time employees

Interested candidates should submit a cover letter and resume by **Friday, August 9** to Julie Sobowale, Executive Director at info@blackphysicians.ca.

BPC is an equal opportunity employer.