



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 Coordinator (part-time contract position)

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 Black communities in what is now known as Canada. By improving opportunities, leadership roles, and influence to support lifelong careers for Black physicians and medical learners, BPC helps Black physicians and physicians-in-training actively combat and reverse intersecting Black health disparities across Canada. BPC runs successful programs and activities that straddle mentorship, education, leadership, medical practice, and medical system advocacy. This work is reflected in our newly launched [2025-2030 Strategic Plan: Recognizing Our Power](#).

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 from equity deserving groups who may contribute to the further diversification of ideas.

General Description

We are seeking an enthusiastic and skilled mentorship coordinator to be responsible for day to day operations of the BPC Mentorship Program with a mission to achieve strategic goals as set out by [BPC 2025-2030 Strategic Plan](#). This work will involve facilitating the matching process, communicating with program participants, supporting mentors and mentees, organizing education workshops for participants and providing research support. The mentorship coordinator will work within the guidelines, policies and mission of BPC and will be accountable and responsible for specific projects as assigned. This is a fully remote position with occasional attendance to in-person events.

JOB DESCRIPTION

- Familiarize yourself with MentorCity platform and all its capabilities
- Coordinate recruitment, onboarding and matching of participants through the use of MentorCity

- Engage mentorship program participants to utilize all capabilities of MentorCity regarding the mentoring process, networking and education opportunities
- Plan and facilitate virtual and occasional in-person sessions including orientation, workshops and wrap-up events
- Manage BPC communications related to mentorship program (ie. email, website content, writing social media posts) with participants and interested organizations (ie. provincial Black physician associations)
- Provide ongoing support for mentors and mentees
- Attend mentorship committee meetings and take meeting notes
- Create progress reports highlighting activities within the program and participant engagement
- Assist in research collection and dissemination related to mentorship program

QUALIFICATIONS

- A minimum of 2 years of experience in program coordination, volunteer management, education, or a related field
- Postsecondary education related to education, project management, public education and other health related fields is a plus
- 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 and Google Drive
- Prior experience in managing mentorship programs or similar educational programs considered a plus
- Comfortable working in a remote environment

INFORMATION ABOUT THE ROLE

- Black Physicians of Canada is a fully remote working environment.
- Salary range is \$30 to \$35 per hour based on experience; role would require 20 hours per week

Interested candidates should submit a cover letter and resume by Friday, August 22 to Julie Sobowale, Executive Director at info@blackphysicians.ca. BPC is an equal opportunity employer.