



Program Manager, Mentoring Operations

Updated April 16, 2022

Role Description

The Program Manager of Mentoring Operations reports to the Director of Mentoring Programs. The aim of the Mentoring Program is to provide mentoring services to PMINYC members, in alignment with the overall goals of the chapter.

Program Goals

- Increase mentoring opportunities for PMINYC members, so that they enjoy greater success in their careers and lives.
- Provide chapter members with the opportunity to become...
 - Mentors who can guide less experienced mentors
 - Mentees who can benefit from the knowledge of more experienced members

Responsibilities

- Report to Director of Mentoring Programs, jack.davis@pminyc.org
- Lead Mentoring Program's Operations team as they...
 - Recruit and qualify volunteer mentors
 - Recruit and qualify mentee candidates
 - Match mentees with suitable mentors
 - Provide feedback to mentors, mentees, and the Director of Mentoring Programs
 - Identify and escalate issues as appropriate
 - Support the mentoring program in alignment with the overall goals of the chapter
 - Review the existing Mentoring process, and modify it if necessary
 - Respond to mentor and mentee candidate inquiries.
 - Assess and improve the mentoring experience for all participants.
- Attend Mentoring Program meetings, chapter meetings, and other chapter functions
- Time commitment: 2-3 hours per week / 10-15 hours per month

Requirements

- PMINYC mentor experience
- Empathy and emotional intelligence.
- Interpersonal and communication skills
- Team leadership skills
- PMI certified (PMP, ACP, or PgMP), with sound knowledge of project management principles.