

**CultureLink Settlement and Community Services**  
**VOLUNTEER DESCRIPTION**

Position Title	IT Security Bridging Program Mentor
Program / Department	Community Connections Mentorship Program (CCMP)
Supervisor/Manager	Employment Specialist/ Facilitator

**Job Summary:**

The overarching goals of this position are to assist newcomer IT Security Bridging Program clients/ mentees to learn and consolidate their CISSP IT Security knowledge and skills and help to prepare and support them in obtaining employment. The IT Security Bridging Program mentor will also assist mentees to establish their professional network and to become more familiar with the IT Security industry in Canada. Mentors will support mentees in small groups and/or on an individual basis. Mentors and mentees will meet weekly (in person, via phone or video conferencing, email, etc.) over a 6-month period and a combined total of 35 hours per mentor. There are orientations for mentors and mentees, a process for matching mentors with mentees and ongoing supports for both mentors and mentees through the Employment Specialist/ Facilitator.

**Major Responsibility/ Tasks:**

- Provide training, coaching, information and motivation to the mentees supporting their learning and career development in IT Security and CISSP.
- Meet with mentees on regular basis to monitor their work, provide feedback and training when needed and evaluate the outcomes.
- Assist mentees develop their network in the IT Security industry including connecting mentees to IT professionals, organizations, and networking events.
- Reviewing and providing feedback to mentees on their job search tools and skills from the IT industry perspective.
- Report to the Employment Specialist/ Facilitator on a regular basis. Complete the monthly report in a timely manner.
- Evaluate mentoring efforts through a continuous feedback loop and provide insightful and constructive inputs for mentoring program development.

**Qualifications:**

- Excellent people skills with sensitivity to different cultures – experience working with a very diverse clientele is required and fluency in a second language is an asset.
- Ability to follow policy and procedures and good interview skills are required.
- Postsecondary degree in a relevant IT Security discipline especially CISSP certification.
- A good grasp of the Canadian IT Security industry is essential.
- Previous training and experience in professional coaching and mentoring is highly desired.
- Excellent organizational & time management skills.
- Excellent attendance and the ability to maintain contact are crucial.
- Strong skills in relationship building, problem-solving and conflict resolution are required.
- A dynamic team player able to work effectively with diverse work force and bring positive energy to the team. Flexible with team work scheduling, considerate and collaborative with tasks distribution.
- Experience with training, basic presentation skills and familiarity with adult learning are preferred.
- Savvy with various IT Security technologies and methodologies including CISSP certification.
- Savvy with MS Office applications, such as Word, Outlook, PowerPoint, Publisher etc. Experience with social media marketing is a strong asset.
- Excellent written and oral English communication skills, report writing skills and adequate analytical skills are required.
- Committed to the agency's mission, vision and values. Able to take initiative and attain results.
- A police background check is required

If you are interested in this position, please submit a cover letter and resume to Nadwa at [nnimer@culturelink.ca](mailto:nnimer@culturelink.ca). Selected applicants will be invited to an interview.