

Matching Coordinator

2026/2027

Role Title:	Matching Coordinator
Reporting to:	Director of Mentorship
Role Summary:	Leads the mentor-mentee matching process for the 2026/2027 cohort, applying the program's weighted matching rubric to create strong-fit pairings and supporting matched pairs as they set up their Mentoring Agreements.
Level of Expertise:	Mid-level communicator or professional; no formal mentorship-matching experience required, but strong judgment, discretion, and attention to detail are essential.
Time Commitment:	Approximately 5-8 hours per month on average, with a heavier concentration of hours (10-15) during the matching window in October/November at program kickoff.
Duties & Responsibilities:	Work closely with the Director of Mentorship to pair mentors and mentees for the November-to-June cohort, and support the health of those matches throughout the program. • Review mentor and mentee applications and apply the weighted matching rubric to create pairings • Communicate confirmed matches to mentors and mentees and coordinate introductions • Support matched pairs in completing their Mentoring Agreement with SMART goals • Monitor match progress over the cohort and flag pairs that may need support • Administer the no-fault rematch process when a pair requests a change • Maintain confidential records of applications and matches
Experience & Skills:	• Strong attention to detail and organizational skills is required • Discretion in handling confidential participant information is required • Experience in coaching, HR, recruitment, or relationship-matching contexts is an asset
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